Lancaster University

CONTENTS

1 Introduction 3

2 Glossary 4

3 Options Overview 5

4 Assessment Profile Form 12

5 Bulk Entry: Assessment Profile CMod 16

6 Assessment Units Form 18

7 Basic Details Form 20

8 Recording Work Submission 20

9 Recording Exam Attendance 24

10 Academic Marks: Legend 30

11 Cell Help 30

12 Element Marks Profile Form – Entering and viewing marks for an individual student 31

13 Marks Profile Form 38

14 Bulk Element Marks Entry 44

15 Bulk Component Marks Entry 46

16 Bulk Resit Marks Entry Form 52

17 Mark Related Forms In Other LUSI Applications 55

18 Publishing Element Marks 65

19 Reports 67

20 Bulk Mark Sheets Report 70

21 Learning more, service, and support 76

1 INTRODUCTION

From October 2011 the university implemented new undergraduate assessment regulations. These changes were introduced to simplify the previous regulations, ensure markers use the full range of available marks across all disciplines and deal with mitigating circumstances in a more transparent way.

The main changes are shown below.

- The majority of assessed work will be marked using letter grades and these are what you will see on returned work. These grades will be converted to an aggregation score on a 24 point scale for the purposes of calculating your overall module results and your final degree class.
- Assessed work which is quantitative (marked to a defined marking scheme and often largely numerical or multiple choice tests) may still be marked in percentages. Again, these marks will be converted to an aggregation score on a 24 point scale.
- Departments will make clear the marking method to be used for each assessment, together with the relevant grade descriptors (marking criteria).
- Degree classifications will be based on your overall aggregation score and there will be clear definitions for borderline scores and departmental criteria for considering borderline students.
- To progress between years, any failed units must be resat.
- Failed module marks may only be condoned above a minimum aggregation score indicating a reasonable attempt has been made. All failed marks must be condoned to qualify for a degree.
- To qualify for an honours degree, students must attain an overall pass grade and no more than 30 credits condoned.
- The penalty for work submitted late is a reduction of one full grade for up to three days late and zero thereafter.

If you have any questions about this application please contact lusi-support@lancs.ac.uk in the first instance.

2 GLOSSARY

2.1 Assessment Type

Modules are assessed by 'Assessment Types' i.e. Coursework, Exam, Dissertation etc. The Course Handbook Assessment Proportions form shows which Assessment Types are associated with each module and what the % split is if the module is assessed by more than one assessment type.

2.2 Assessment Units

An assessment unit is used to link together multiple modules to form an overall mark for the combination of modules. One mark will be reported to the exam board for each assessment unit.

2.3 Element

Each assessment type associated with a module can be broken down into Element parts. Elements have submission details recorded against them and work submission is recorded at Element Level.

2.4 Component

Elements can contain multiple components; all components attached to an Element will be submitted / or attended at the same time. Components should be created for each element part that will receive a mark, for example; exam questions should be set up as components linked to the exam paper element.

2.5 Elective

Elements or Components which are marked as being elective are optional and not all students will be required to take all Elements / Components. In cases where there are 'Elective' elements and / or components there will be more than % worth of these created. Students will need to take, and have marks entered or excused for 100% worth of Elements for each assessment type.

2.6 Compulsory

Elements and components which are not recorded as being 'Elective' are compulsory for all students.

2.7 Include in Calculation

If the tick is removed from the 'include in calculation' check box for an element or component then any marks recorded against that element / component will not contribute to the next higher assessment mark i.e. a marks recorded against a component marked as 'do not include in calculation' will not contribute the associated element mark.

2.8 Grade

This term is used specifically to mean a letter grade as opposed to a numeric mark or degree classification.

2.9 Mark

Mark is used to cover all types of marks.

2.10 Dual Marking

In instances where dual marking is used marks can be entered into LUSI and LUSI will calculate the final mark, you will not be able to enter a final agreed mark. It is crucial that single or dual marking is correctly attributed at the point of set up of elements and / or components as changing from single marking to dual marking after marks have been entered will result in deletion of the first attempt marks already entered.

TIP: If you need to enter a final agreed mark, use the single marking option in the Course Handbook.

3 OPTIONS OVERVIEW

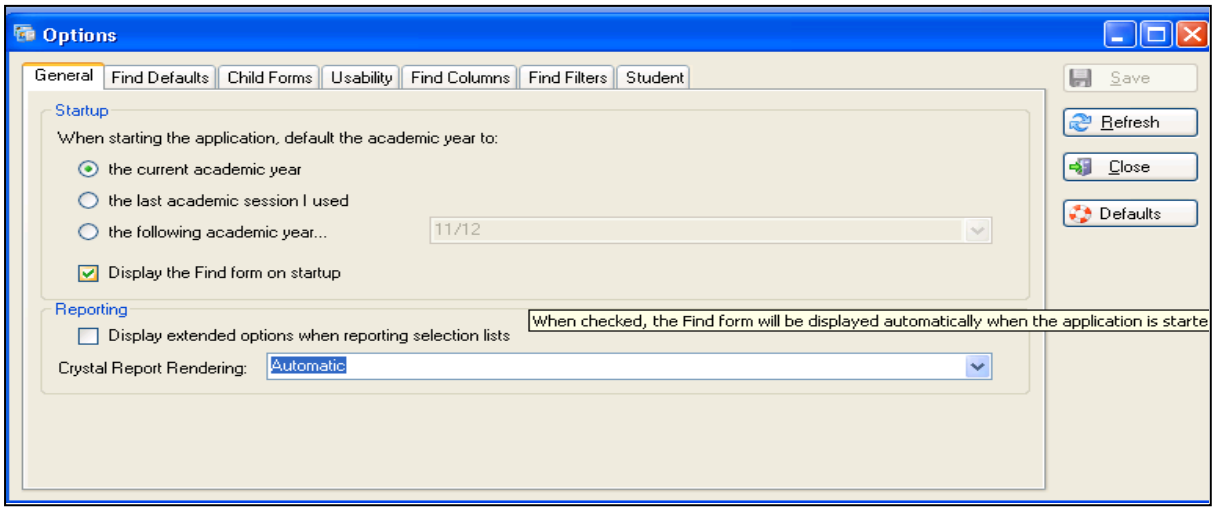
You can set up the screen layout and many of the default options of LUSI through **TOOLS** → **OPTIONS** from the menu bar (or click the **OPTIONS** button from the top toolbar).

The OPTIONS window is split into tabbed sections. You can make the changes you require and then click SAVE. You will see a save changes confirmation screen - Click YES to confirm your changes. Click CLOSE or the 'X' to close the Options window and return to the Academic Marks 2011 screen. All these options are here to save time when dealing with records – so you can change the defaults to your most common settings.

The REFRESH button will refresh your view to what the last saved defaults were. Useful if you have clicked accidentally on an option.

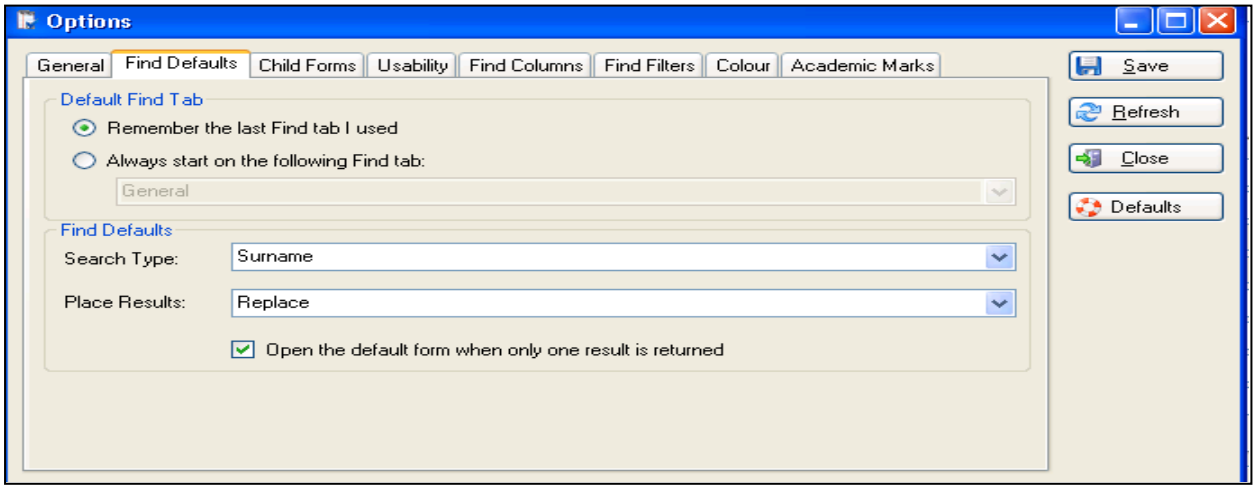
The DEFAULTS button will reset all options back to standard setup.

3.1 General Tab



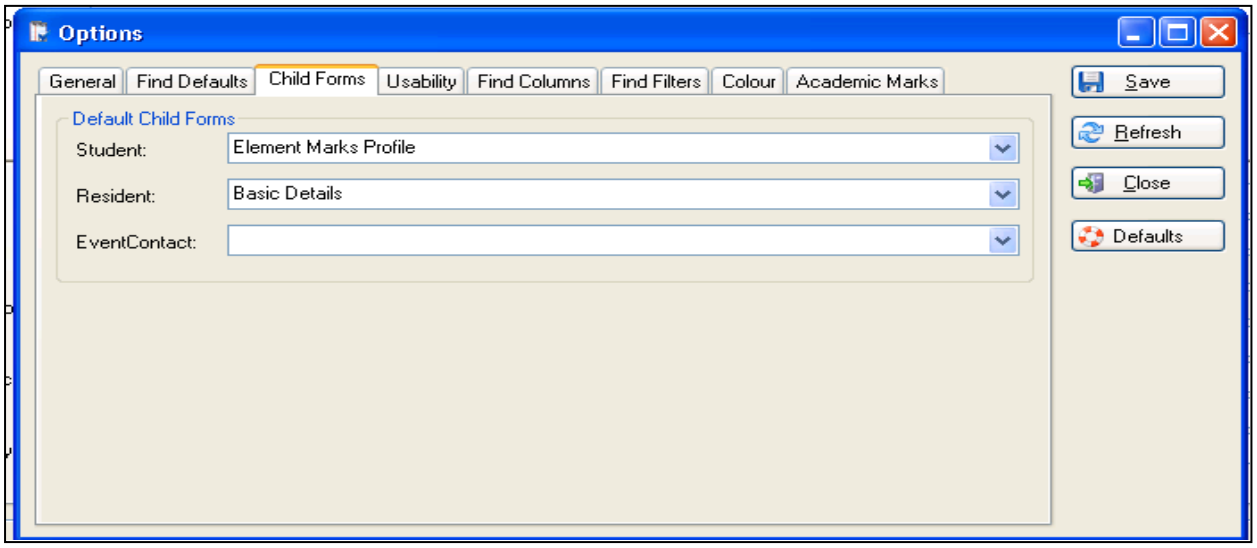
The General Tab provides options to set the default academic year. It is automatically set to the current academic year; however, you can have it set to a particular year or the last academic session you used.

3.2 Find Defaults Tab



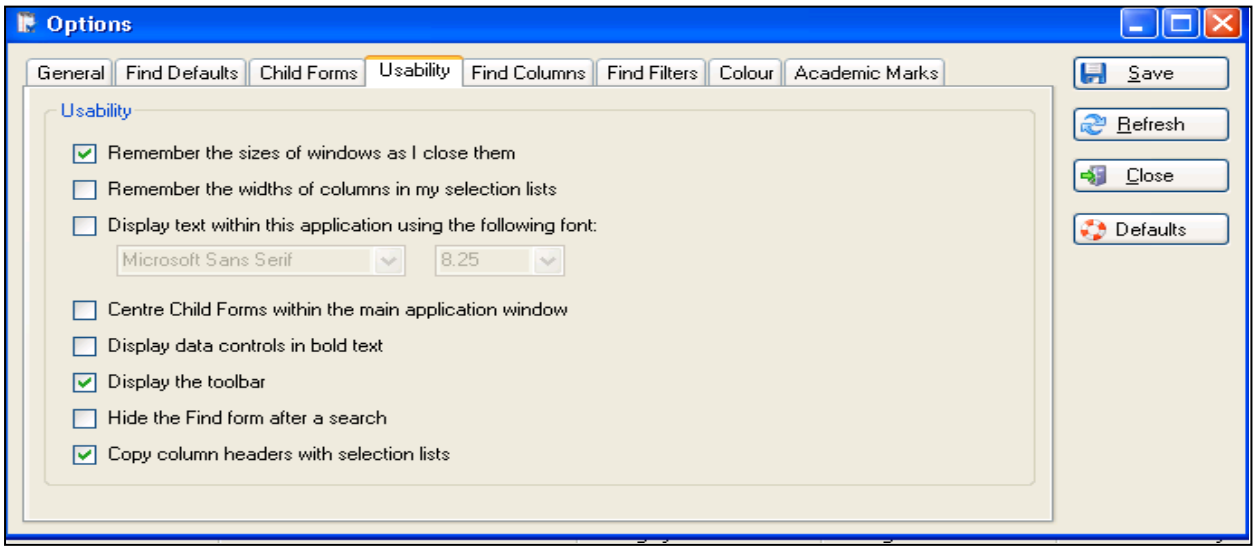
This tab enables you to set which FIND tab will be used by default when you search for records using the FIND form.

3.3 Child Forms Tab



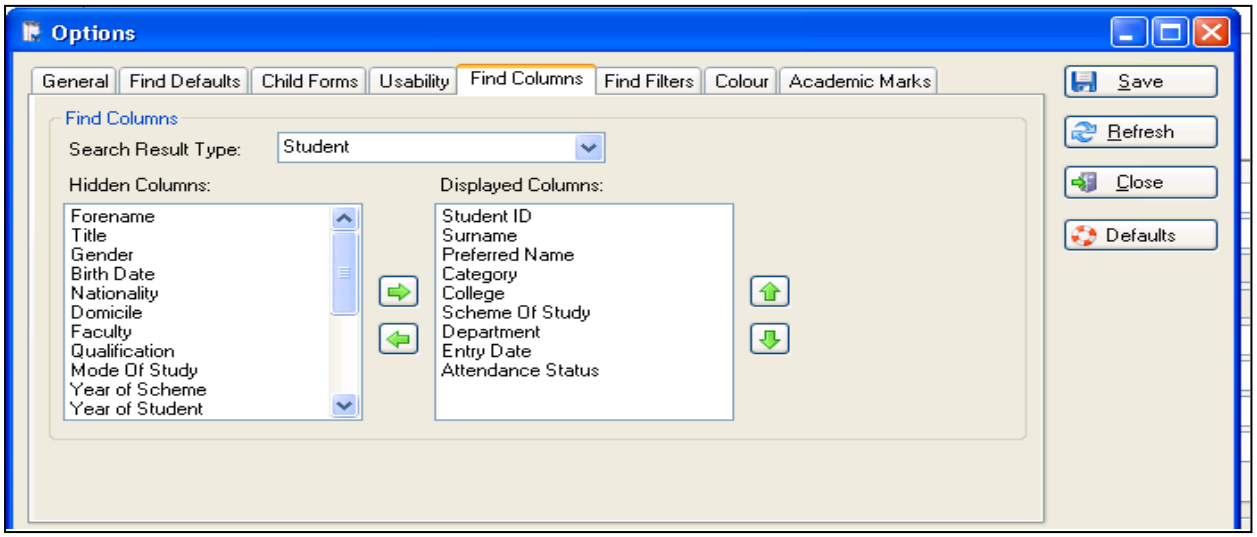
When you open a student record, the default form is Basic Details. You can change this default view to a form you use most regularly if you wish. This default can be set here. Remember to click Save if you make any changes.

3.4 Usability Tab



This tab is designed to suit your usability needs. You can tick the options you would like activating. The current default text is Microsoft Sans Serif, at 8.25 font size. This can be changed to a larger style if required. However, the larger the font, the more awkward it is to display text on some features. For example, if you choose size 14, the buttons will be not large enough to display all text.

3.5 Find Columns Tab



The 'Find Columns' tab enables you to choose the information that is displayed in the FIND results and subsequently transferred into the SELECTION LIST.

You can use the green arrow buttons on screen to choose the order the columns are displayed in and whether you wish any more information to be displayed. This is useful when you want to select only certain students from your results.

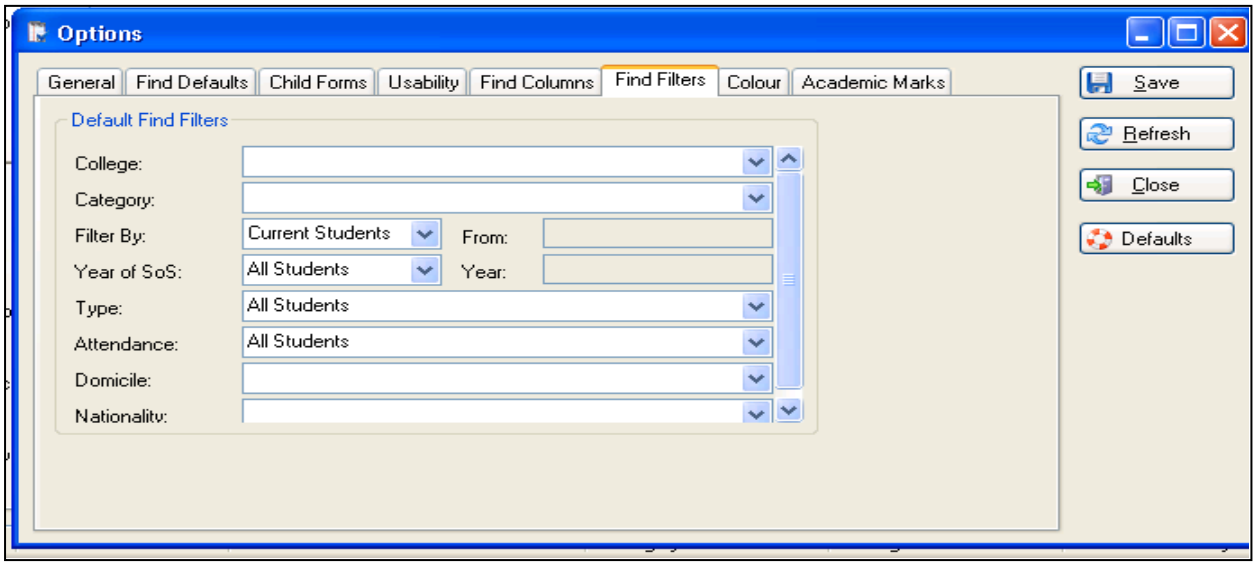
For example, if you are only interested in students with a particular nationality then add Nationality to the Displayed columns in the following way:

1. Click on Nationality in the left hand column,
2. Then click the right arrow button to transfer it to the Displayed Columns section.
3. To move the order click the column you'd like to reorder in the Displayed Column list and click up/down arrow as needed.
4. Click Save.

When you come to search for students you could sort on the Nationality column and then only select those you are interested in.

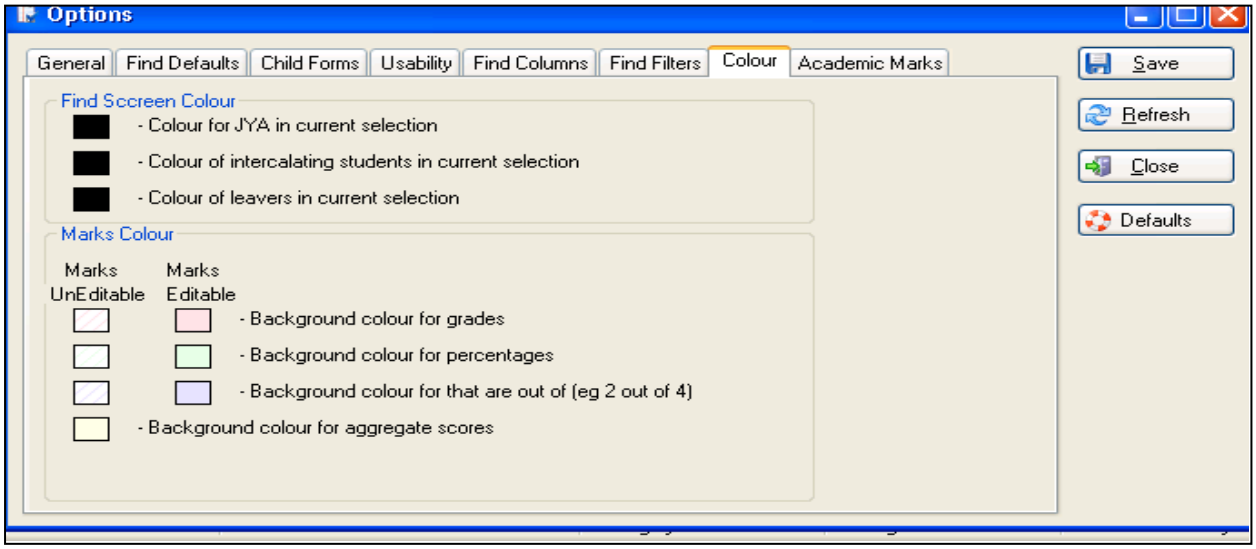
This feature is also useful for analysis purposes. For example, if you want to analyse a particular group of students by gender and nationality, ensure both of these columns are selected for display, carry out the search and select all. You can then use copy and paste to transfer the data from the LUSI selection list into excel where you can then use then pivot table function to analyse the data.

3.6 Find Filters Tabs



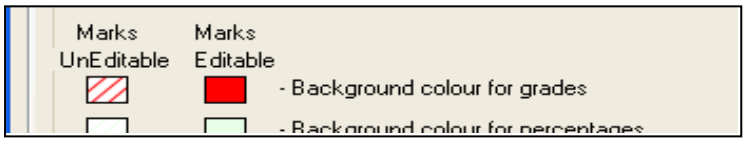
This tab enables you to set the default filters in the Find form to specific criteria. This is really useful if you search using certain criteria often – as it can appear as default and save you a bit of time. Remember to click SAVE if you make any changes.

3.7 Colour Tab



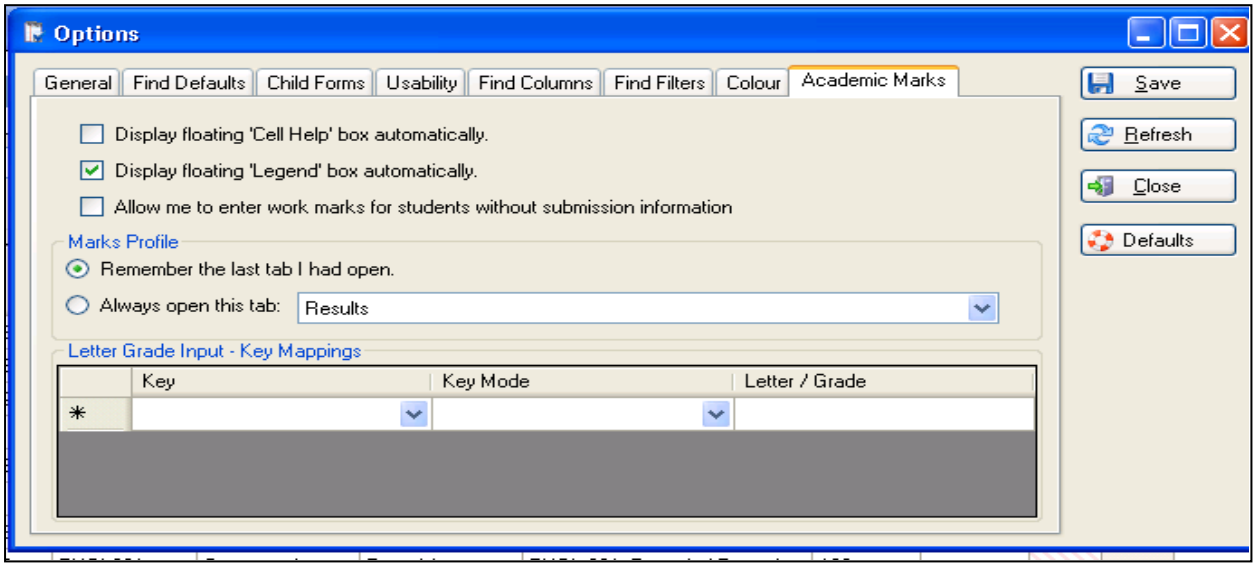
The top section of this tab enables you to select different colours to help identify different types of students in the find form. The bottom section allows you to set colour preferences for marks cells to help identify the marks to be entered into particular cells. To set a colour click onto the appropriate cell to open the colour selector:

Click onto your choice of colour and then click OK, the new colour will be displayed:

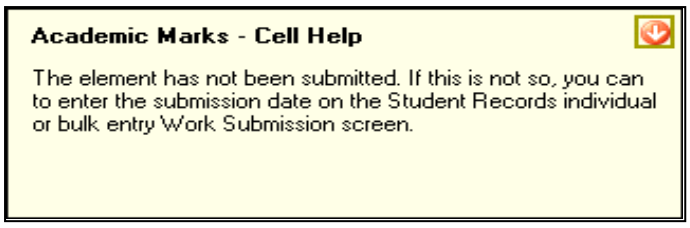


Please note that using dark shades for mark cells may make the text (marks) difficult to read.

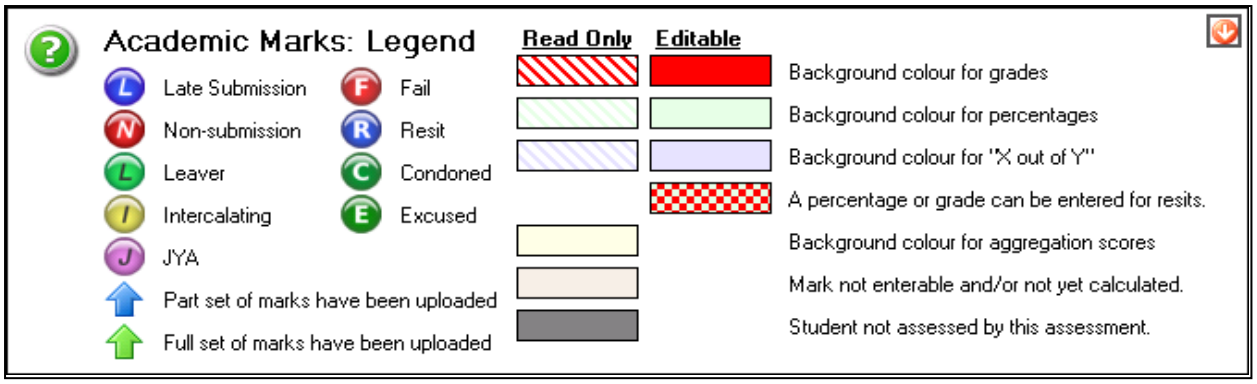
3.8 Academic Marks Tab



The first option on this tab enables you to choose whether or not the 'Cell Help' box is displayed automatically. Remove the tick if you prefer this box not to display automatically.


Academic Marks - Cell Help
The element has not been submitted. If this is not so, you can to enter the submission date on the Student Records individual or bulk entry Work Submission screen.

This next option allows you to choose whether or not the 'Legend' box is displayed automatically. Remove the tick if you prefer this box not to display automatically.

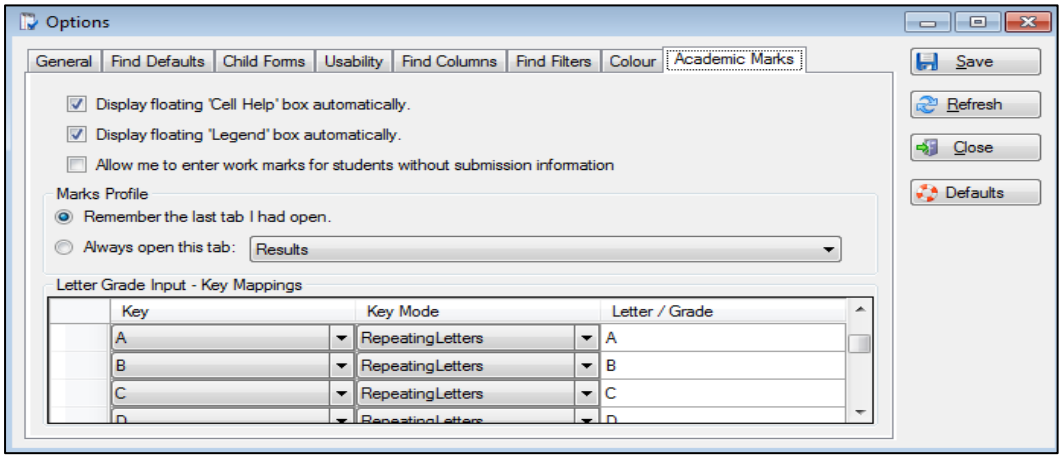


Allow me to enter works marks for students without submission information

If you tick the third option; 'Allow me to enter work marks for student without submission information' then you will be able to enter marks without first having to enter work submission information.

Keyboard Shortcuts

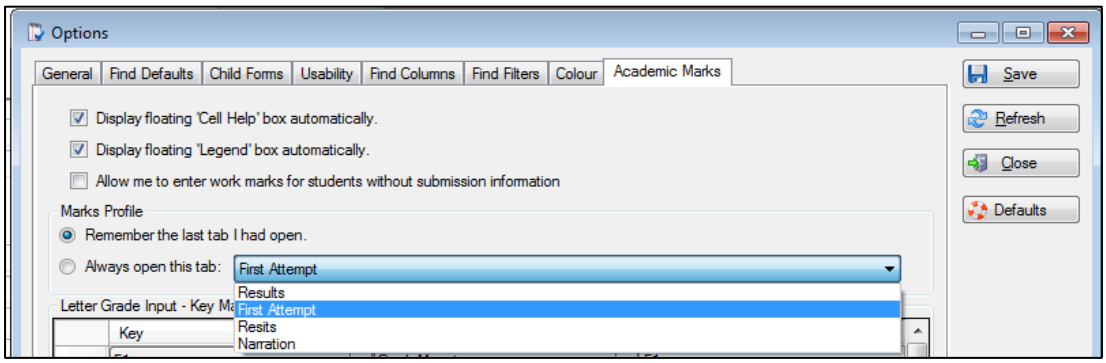
You can set various keyboard shortcuts to make it easier and quicker to enter the marks. All existing keyboard shortcuts are listed at the bottom part of the Academic Marks tab:



You can customise the existing shortcuts (by double-clicking into the Letter/Grade field), or you can scroll to the bottom of the list and add your own.

Changing which tab opens in the Marks Profile form

By default the Marks Prodile form opens showing the Results tab. You can change this by selecting a different tab as shown below.

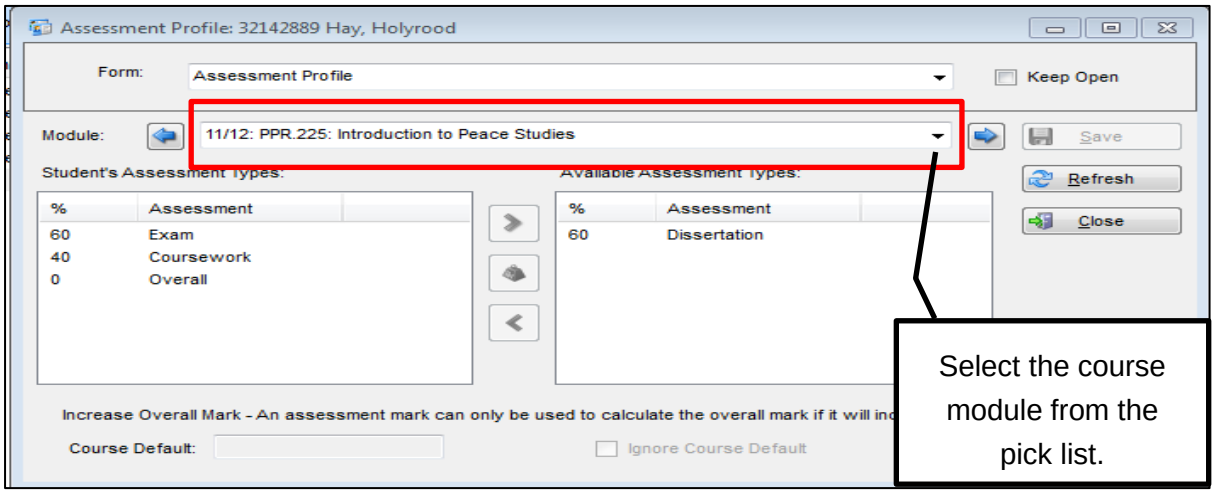


4 ASSESSMENT PROFILE FORM

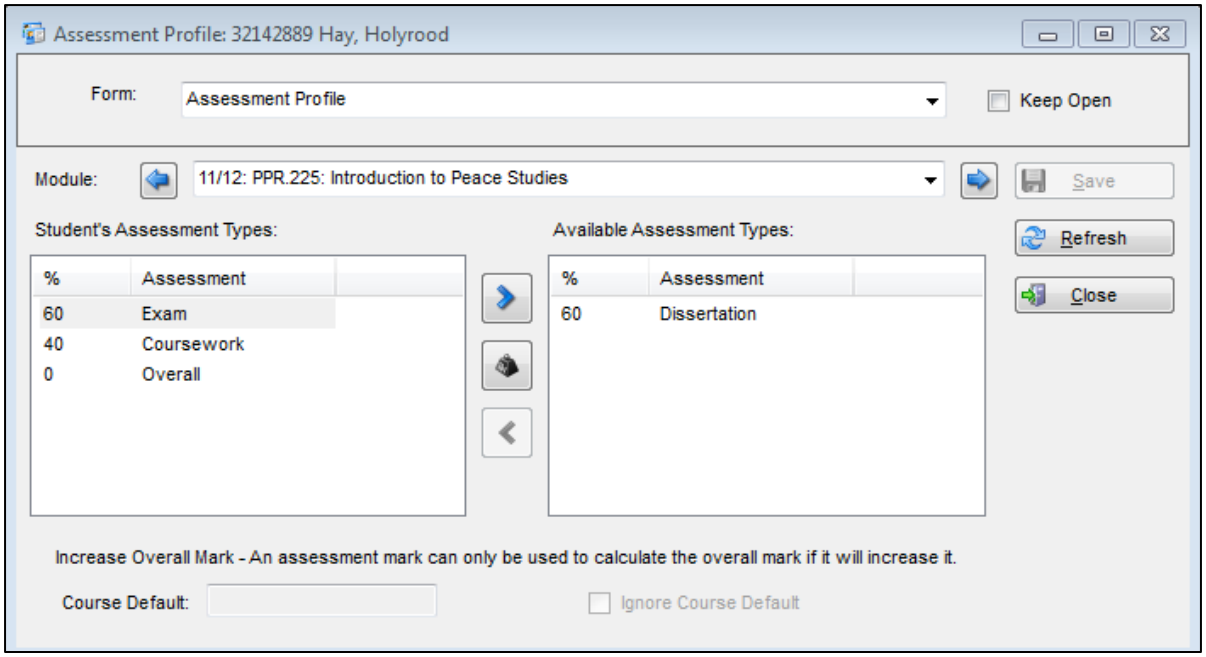
The Assessment Profile form has been made available in Academic Marks 2011 to make it more convenient should updates to individual student module assessment profiles be required. This form is also available for updating in the Student Record System.

4.1 Altering a default assessment profile to an elective assessment profile

To alter a students assessment profile first select the correct module from the module pick list at the top of the form.



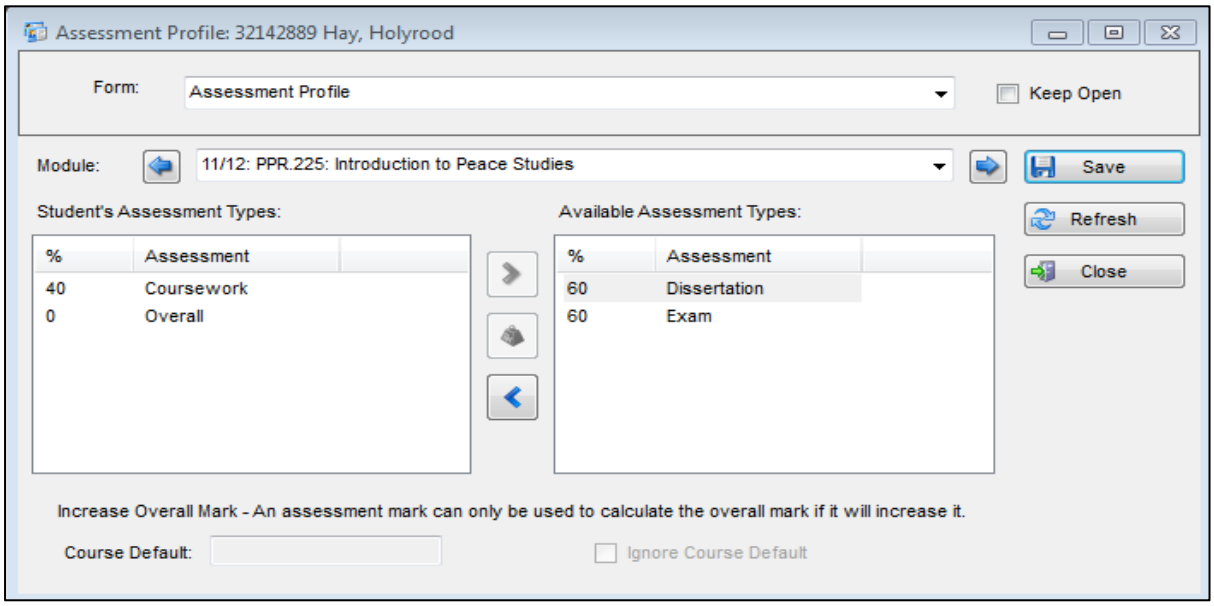
The students current assessment profile will be displayed in the left hand box and any elective assessment types will be displayed in the right hand box.



In the example above the the student has the option of changing the 60% exam assessment type to 60% dissertation.

To make this change, click onto 'Exam', at this point the arrow and weight buttons in between the two boxes will activate.

Click the button to move the assessment type across to the right.



Now click onto 'Dissertation' and then click the button to move this assessment type to the left.

Click the button to save the change.

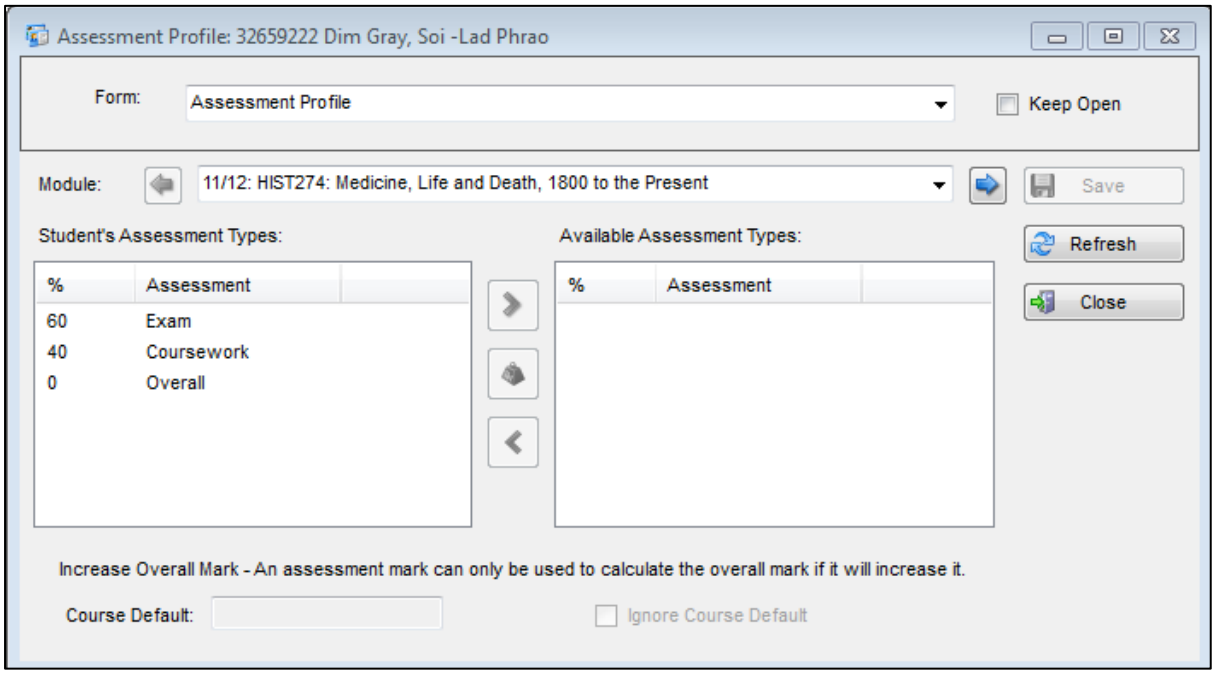
4.2 To change a default assessment profile to a non-standard assessment profile

If it has been agreed that a student's assessment profile for a module should be something other than the standard assessment, use this form to make the changes to assessment type weightings.

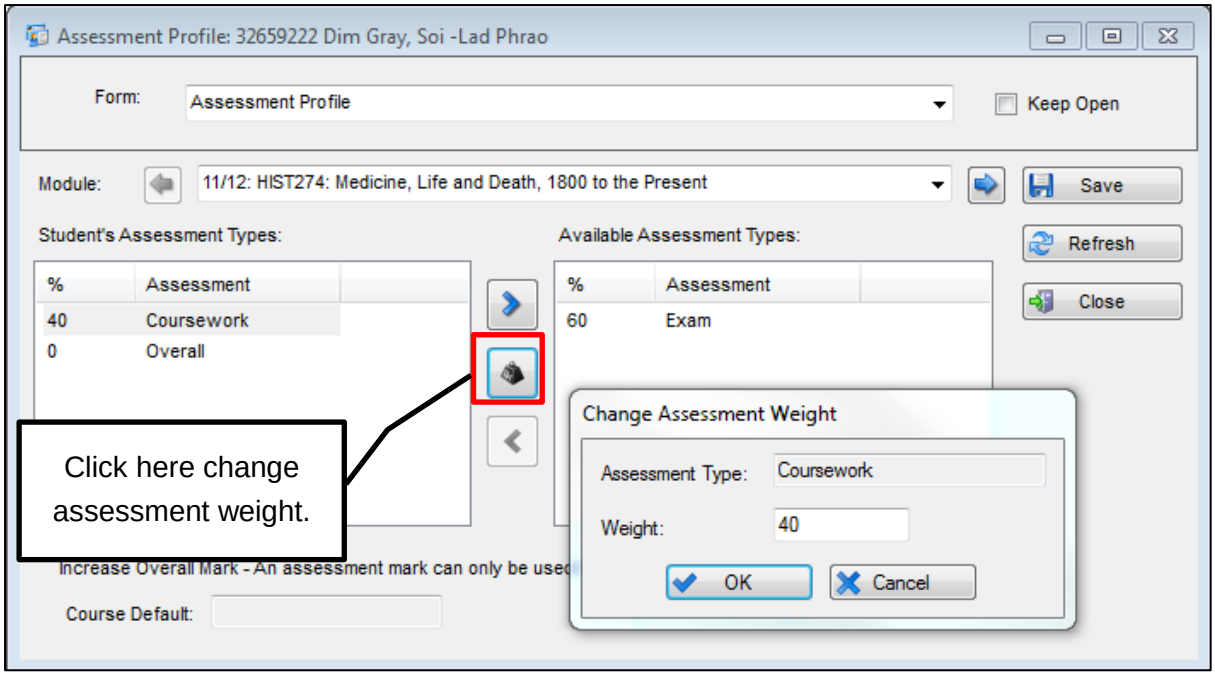
Note: You will only be able to make changes to weightings of assessment types already associated with the module, you will not be able to use assessment types not associated with the module.

In the example below, the student is a visiting michaelmas term only student and will be assessed 100% by coursework.

To make this change, click onto 'Exam' and then click the button to move this assessment type out of the student's assessment profile.



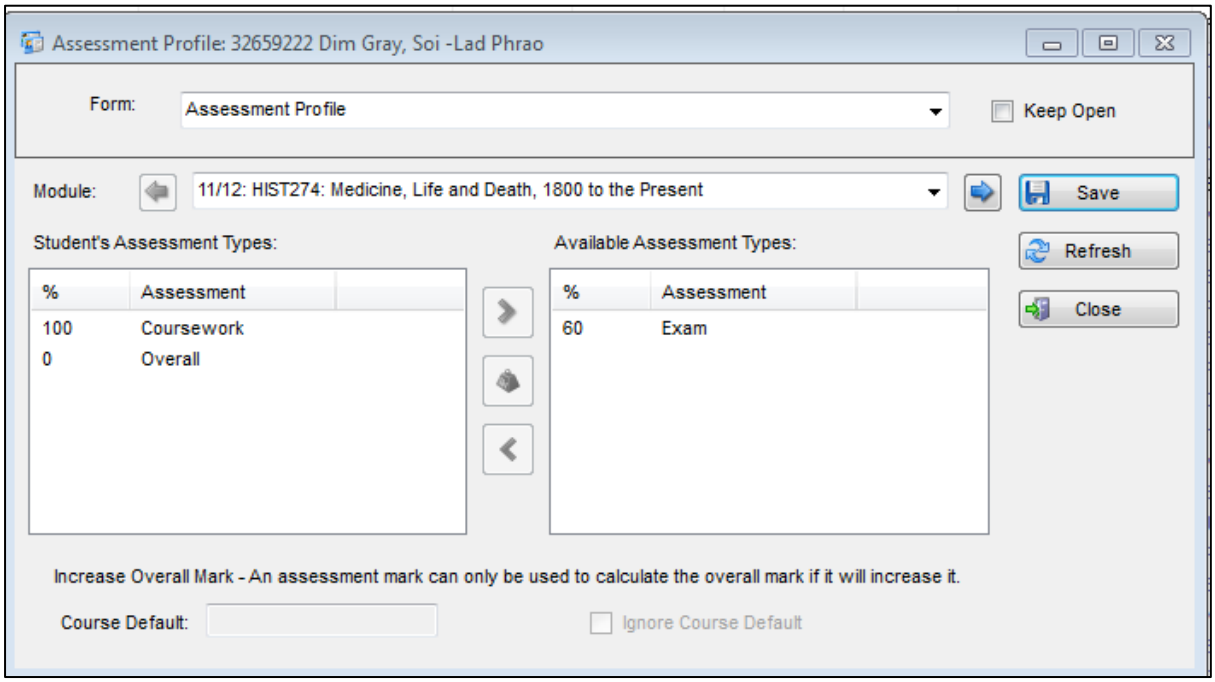
Next, click onto 'Coursework' and then click the button.



This will open the 'Change Assessment Weight' box.

Change the '40' to '100', click OK and then click

.



Tip: Make sure that you have created appropriately weighted Part year JYA elements and components for non-standard assessments.

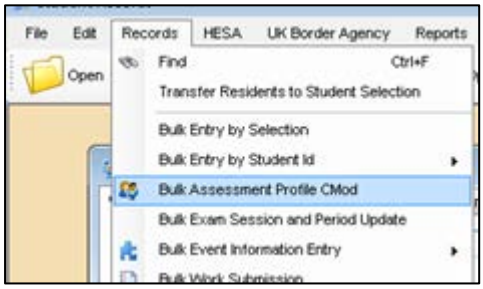
5 BULK ENTRY: ASSESSMENT PROFILE CMOD

If the assessment proportions for a module have changed then there is a possibility that some students may have the wrong proportions attached to their personal record for this module. This may become apparent when trying to enter / upload marks into LUSI.

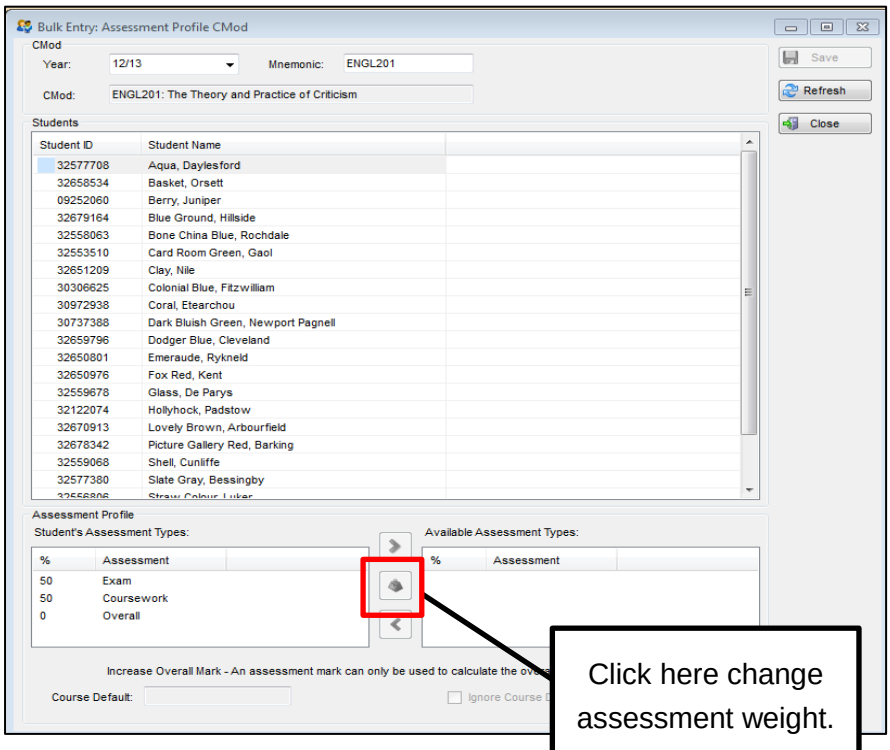
The form can be accessed from Student Records or Academic Marks 2011.

Follow the steps below to check and correct this data:

- From the Records menu select Bulk Assessment Profile CMod

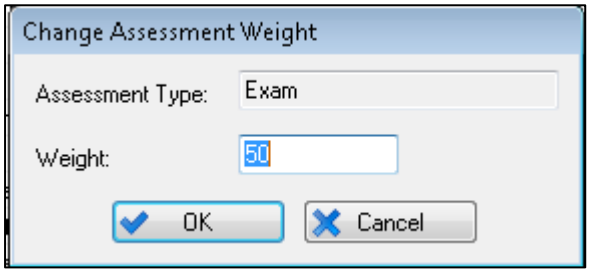


- When the form loads the current Academic year will already be selected, you can change it if necessary.
- Enter the course module mnemonic in the next box
- Hit the Tab key; the form will then populate as shown below
- Click onto the first name in the list and see the assessment proportions for that student in the bottom section of the form.



To change the weightings of already associated assessment types

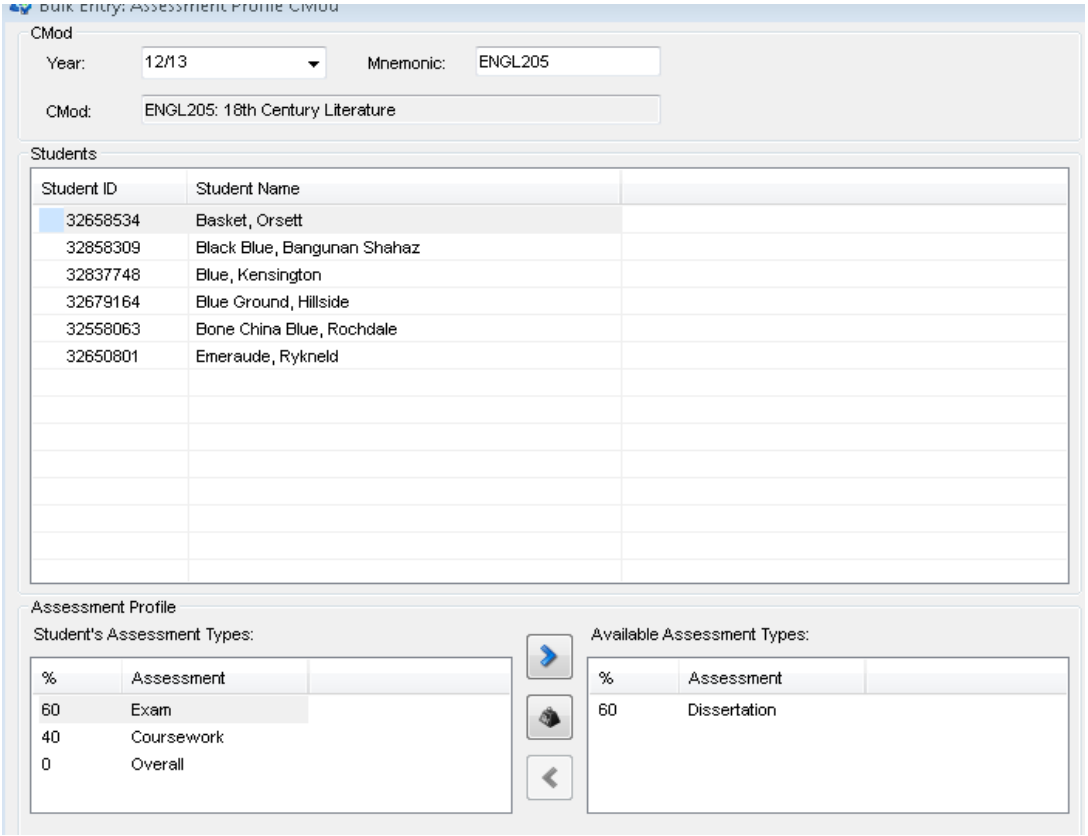
- Click onto the assessment type to be changed and then click the button
- The ‘Change Assessment Weight’ button will open



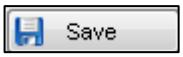
- Enter the correct weight then click
- Do the same with other students and assessment types then click the main button for the form.

To change the student’s current assessment types

- Click onto the first student in the list and see their assessment types and proportions in the box at the bottom left of the form.



- Click onto the assessment type to be removed
- Click the button to move it out

- Click on the assessment type to be added in the available assessments box
- Click the button to add it to the students assessment profile
- Move to the next student in the list of students
- Click the form 

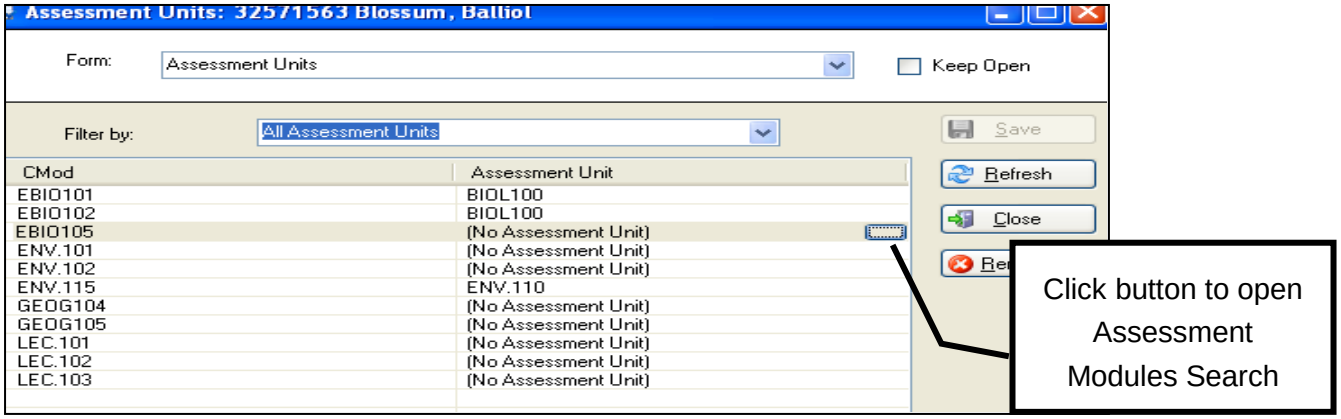
button when all changes have been made.

6 ASSESSMENT UNITS FORM

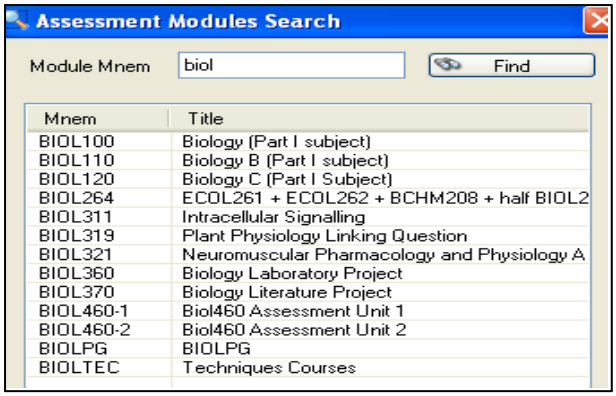
The Assessment Units form shows which assessment units (if any) are linked to which modules. Usually, modules which are linked to an assessment unit have the assessment unit set as the 'default' in the LUSI Course Handbook and the student will be enrolled onto that assessment unit when they are enrolled on the module. It is sometimes necessary to make changes to assessment units for individual students, usually in cases where variations of modules and assessment units are permitted. Changes are made via the Assessment Units form.

6.1 To link an assessment unit to a module

Click onto the module you want to change the assessment unit for to highlight that line.



- Next click onto the button on the right hand side to open the Assessment Modules Search.
- Type the assessment module mnemonic (or part of the mnemonic as shown) into the search box.
- Click Find
- See matches:



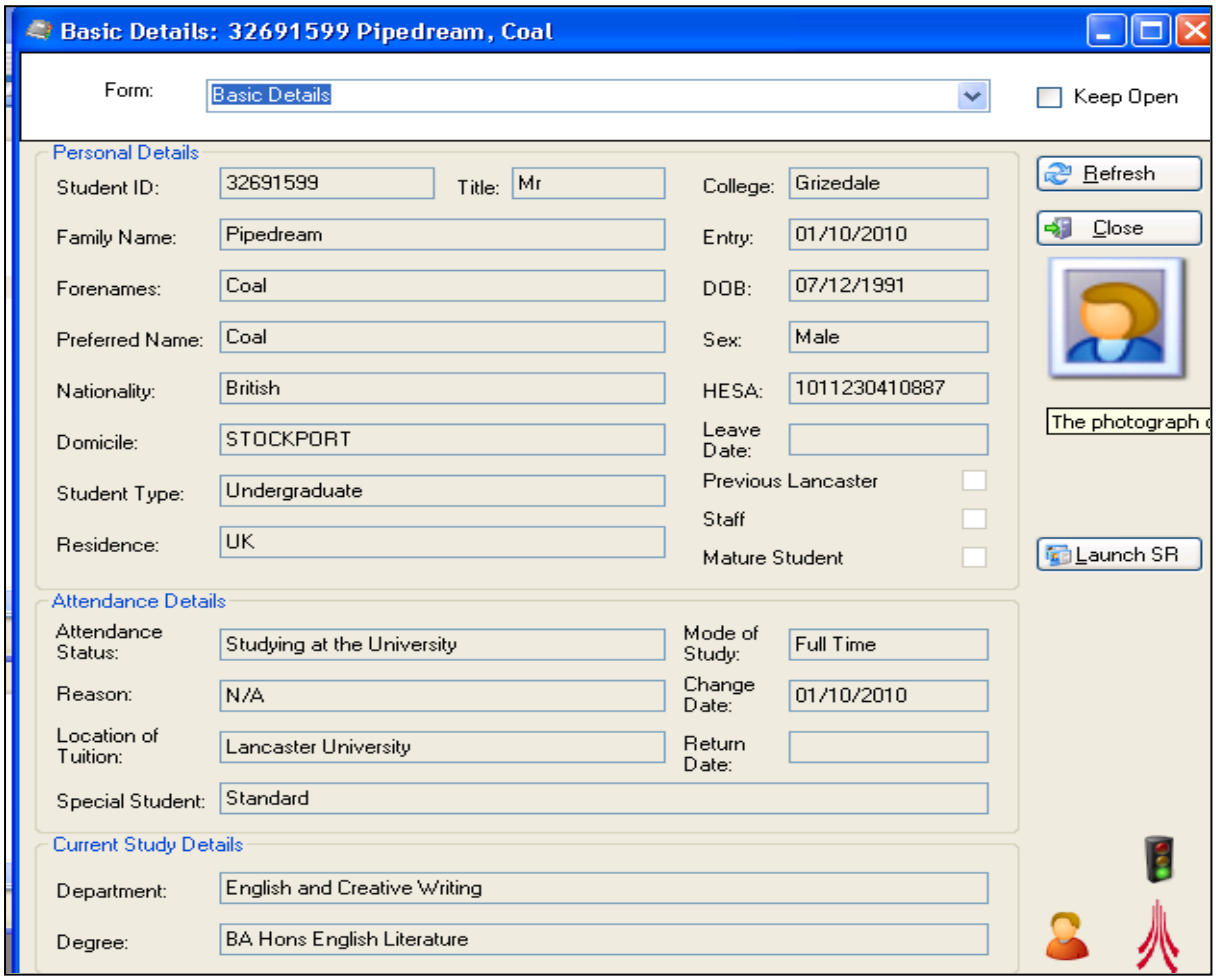
- To link an assessment unit to the module double click on it from the list
- The Search form will close and the assessment unit will be linked to the module.
- Click Save.

6.2 To remove a linked assessment unit from a module

- Click to onto the module you want to remove the linked assessment unit from to highlight that line.
- Click the Remove button.
- Click Save.

7 Basic Details Form

This is a read only version of the Basic Details form seen in the Student Record System and holds the following details. Click the Launch SR button to open this student's record in the Student Record System; SR will open the default form.



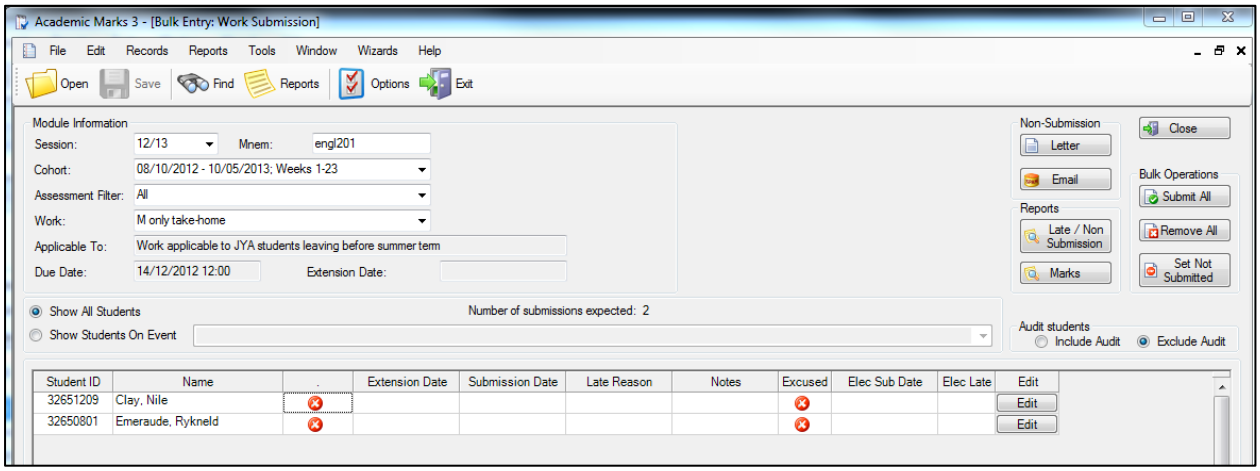
8 Recording Work Submission

8.1 Bulk Entry: Work Submission

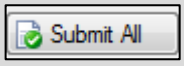
The Bulk Work Submission form should be used to record submission of non-exam assessment types. This form can be accessed through either of the LUSI Academic Marks applications and also from the Student Record System. This guide gives instructions for accessing via Academic Marks 2011.

- Click on the Records menu
- Move the cursor to 'Element Marks', a side menu should now appear
- Select 'Bulk Work Submission'
- Enter the module mnemonic into the mnem box
- Hit the tab key

- Select the correct piece of work from the 'Work' pick list
- The 'Applicable To' box will show which students the selected work type is applicable to and the grid will populate with those students. In the example below the selected work has been recorded in the Course Handbook as being applicable to 'Part Yr JYA's' so only part year JYA students are shown:


Academic Marks 3 - [Bulk Entry: Work Submission]
File Edit Records Reports Tools Window Wizards Help
Open Save Find Reports Options Exit
Module Information
Session: 12/13 Mnem: engl201
Cohort: 08/10/2012 - 10/05/2013; Weeks 1-23
Assessment Filter: All
Work: M only take-home
Applicable To: Work applicable to JYA students leaving before summer term
Due Date: 14/12/2012 12:00 Extension Date:
Non-Submission
Letter
Email
Reports
Late / Non Submission
Marks
Close
Bulk Operations
Submit All
Remove All
Set Not Submitted
Show All Students
Show Students On Event
Number of submissions expected: 2
Audit students
Include Audit
Exclude Audit
Student ID Name Extension Date Submission Date Late Reason Notes Excused Elec Sub Date Elec Late Edit
32651209 Clay, Nile Edit
32650801 Emeraude, Rykneld Edit

- To record submission click onto the in the column after the 'Name' to change it to a .
- The due date (recorded against the element in the Course Handbook) will be entered in the submission date box.

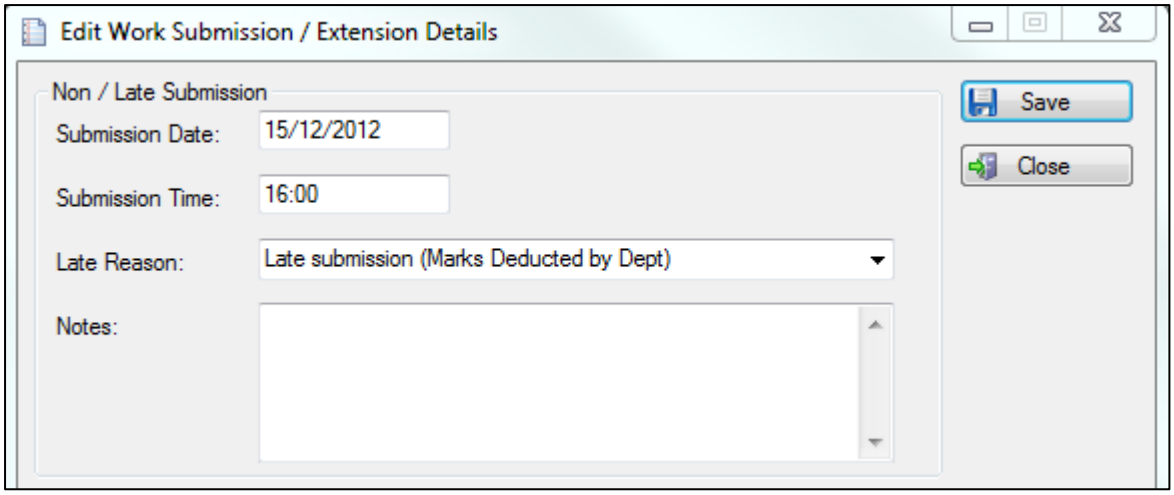
Tip: If the majority of students submitted a piece of work on time, it may be quicker for you to use the 

button. This will record submission for everyone and you can then click onto the to remove it from students who have not submitted.

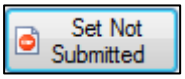
8.2 Recording a late submission

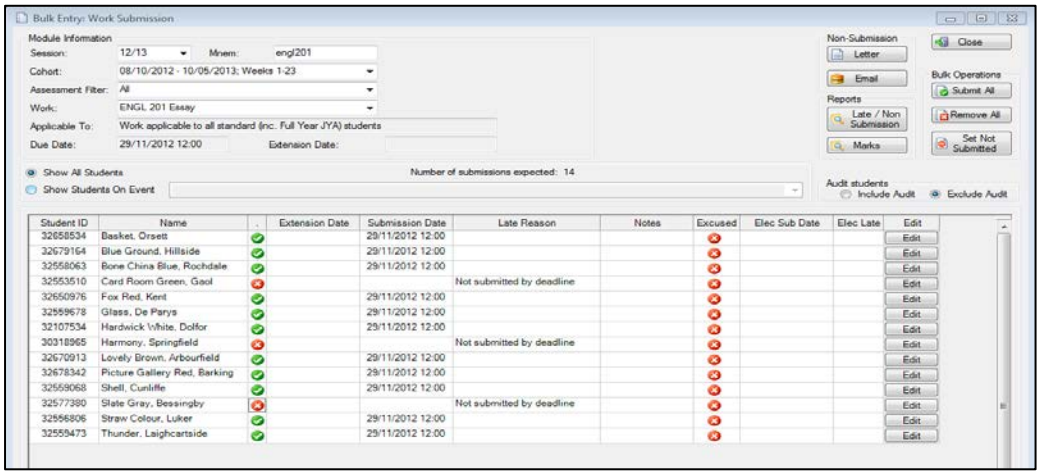
- Click the

button to open the 'Edit Work Submission / Extension Details' entry box
- Enter the submission date in the format dd/mm/yyyy
- Enter the submission time in the format hh:mm
- Select the late reason from the pick list
- Enter details of any extenuating circumstances for lateness as free text into the 'Notes' box.



- Click to return to the 'Bulk Entry: Work Submission' form

- Once you have recorded all submissions click the  button to record that the work was not submitted by the deadline. This will ensure that a submission (or non-submission) is recorded against all students and will enable marks entry.

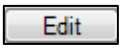


Note:

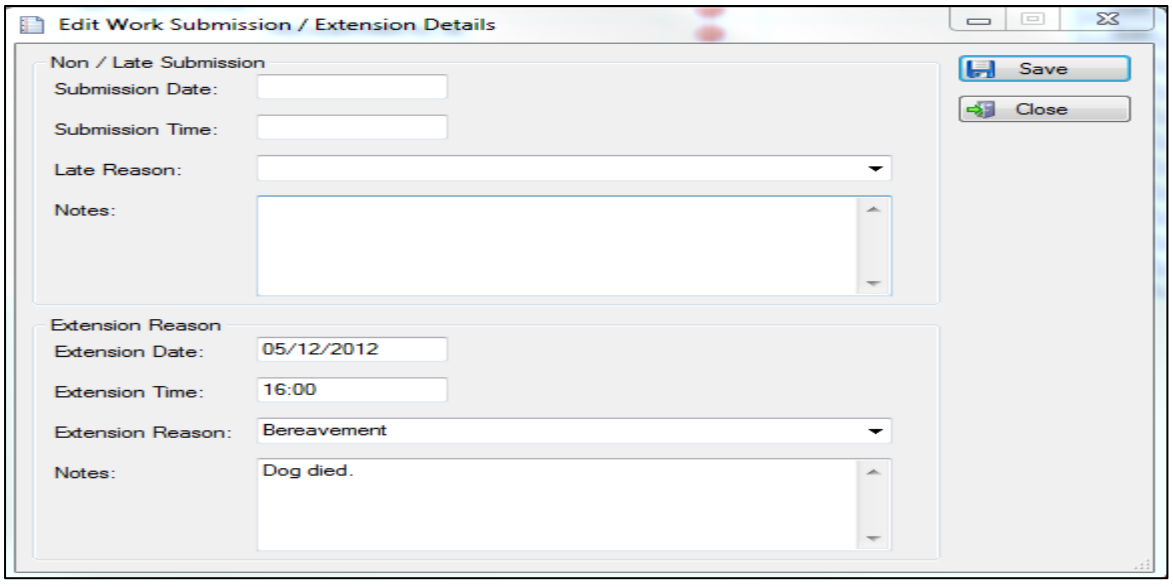
- Work submitted un to three days late will receive a penalty of one full grade; select the late reason ‘Late submission (Marks Deducted by Dept)’ in this instance, you must then deduct a full grade at marks entry point.
- Work submitted more than three days late will receive zero; select the late reason ‘Late submission (receive 0/F4)’, a mark of zero will be entered automatically against this work element when this late reason is selected.
- Students failing to submit work will receive zero; select the late reason ‘No submission (receive 0/F4)’; a mark of zero will be entered automatically against this work element when this late reason is selected.

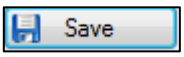
8.3 Recording Extension Details for a student (via the Bulk Entry: Work Submission Form)

To record extension details for a student for a particular piece of work via the Bulk Entry: Work Submission Form follow the steps in 6.1 above to open the form and load the appropriate student group into the grid.

- Click onto the 

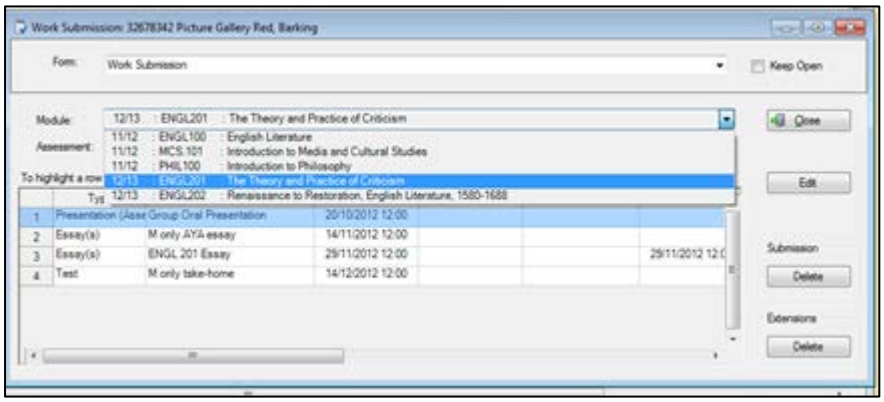
button against the relevant student to open the ‘Edit Work Submission / Extension Details’ form
- Enter the Extension Date in the format dd/mm/yyyy
- Enter the Extension Time in the format hh:mm
- Select the Extension Reason from the pick list
- Enter the reason for granting the extension as free text in the Notes box.

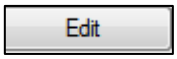


- Click 

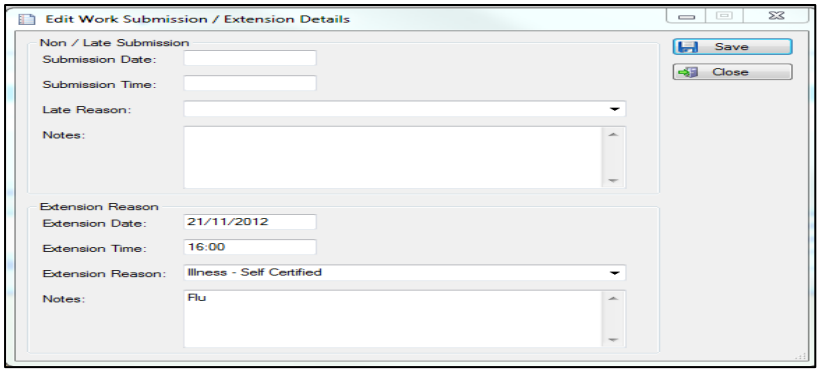
8.4 Recording Extension Details for a student (via a students Work Submission Form)

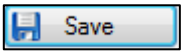
- Find the record for the student you want to record an extension for.
- Open the 'Work Submission' form.
- Select the correct module from the 'Module' pick list.


Work Submission: 32678342 Picture Gallery Red, Barking
Form:
Work Submission
Keep Open
Module:
12/13 : ENGL201 : The Theory and Practice of Criticism
Assessment:
11/12 : ENGL100 : English Literature
11/12 : MCS 101 : Introduction to Media and Cultural Studies
11/12 : PHIL100 : Introduction to Philosophy
12/13 : ENGL201 : The Theory and Practice of Criticism
12/13 : ENGL202 : Renaissance to Restoration, English Literature, 1580-1688
Close
Edit
Submission
Delete
Extensions
Delete

- Click in the grid on the row containing the work element you want to record extension details against.
- Click the  button, to open the 'Edit Work Submission / Extension Details' form

- Enter the Extension Date in the format dd/mm/yyyy
- Enter the Extension Time in the format hh:mm
- Select the Extension Reason from the pick list
- Enter the reason for granting the extension as free text in the Notes box.



- Click 

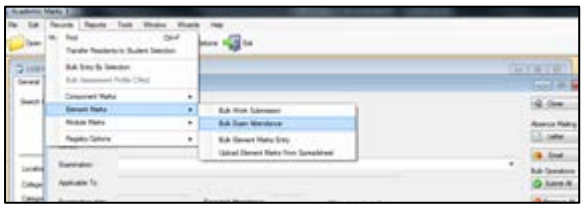
9 Recording Exam Attendance

9.1 Bulk Entry: Exam Attendance

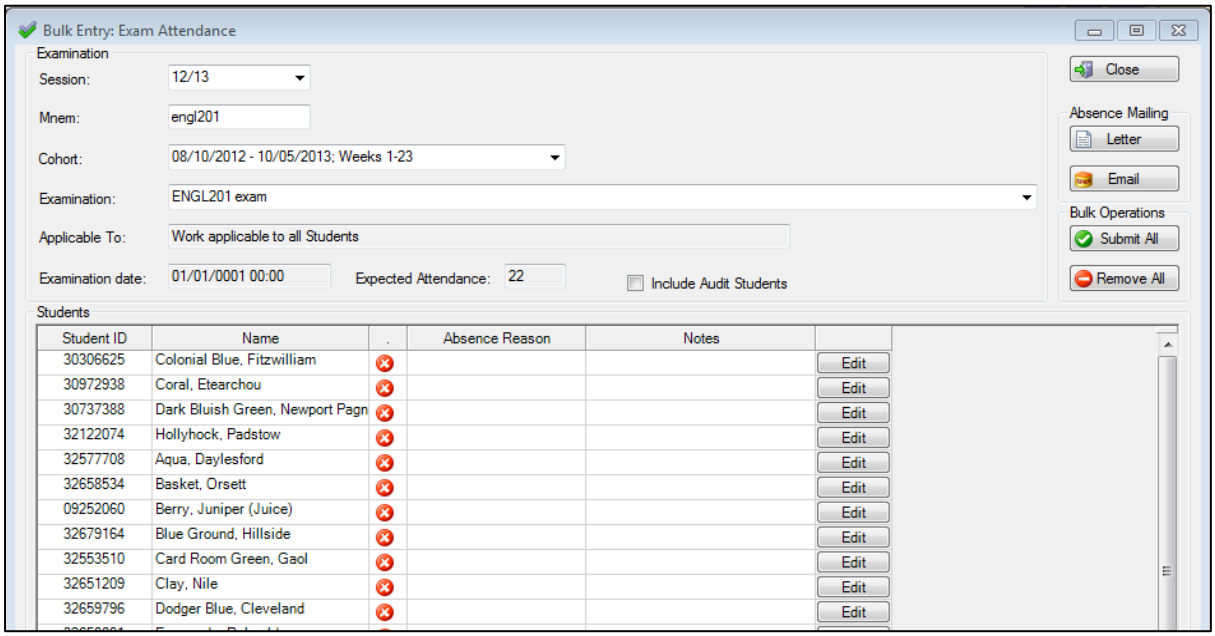
The Bulk Exam Attendance form should be used to record attendance and non-attendance at examinations. This form can be accessed through either of the LUSI Academic Marks

applications and also from the Student Record System. This guide gives instructions for accessing it in Academic Marks 2011.

- Click on the Records menu
- Move the cursor to ‘Element Marks’, a side menu should now appear



- Select ‘Bulk Exam Attendance’
- Enter the module mnemonic into the mnem box
- Hit the tab key
- Select the correct exam from the ‘Examination’ pick list
- The ‘Applicable To’ box will show which students the selected work type is applicable to and the grid will populate with those students. In the example below the selected exam element has been recorded in the Course Handbook as being applicable to ‘All students’.

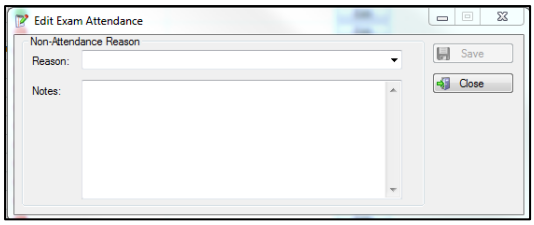


- Use the paper copy of the ‘exam attendance list’ to identify students who have or have not attended the exam
- To record Attendance click onto the in the column after the ‘Name’ to change it to a .

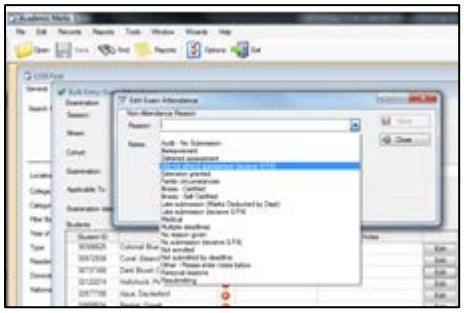
Tip: If the majority of students attended the exam, it may be quicker for you to use the Submit All button. This will record everyone as having attended, you can then click the to remove it from students who didn't attend.

9.2 Recording Exam Non-Attendance

- For those who did not attend, leave the as it is (or click to remove the if you have used the 'submit all' option detailed in the tip box above).
- Click the Edit button at the right of the row to open the 'Edit Exam Attendance' box.



- Select the appropriate non-attendance reason from the pick list.

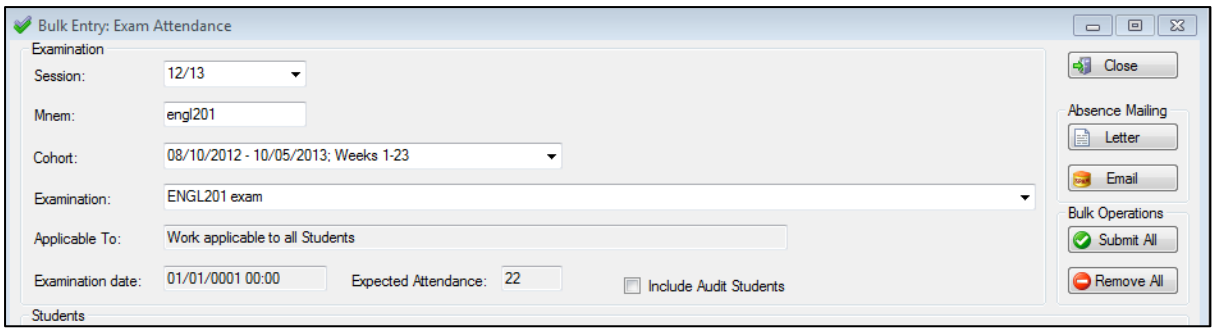


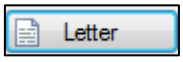
Tip: If the student has not made alternative arrangements with the department or the Registry, select 'Did not attend assessment (receive 0/F4)' this will automatically record the mark of 0 or F4 against the student for that element.

- Type any notes directly into the free text notes box; comments such as "medical note seen, assessment deferred" should go here.
- Changes will be saved when you close the form using the Close button.

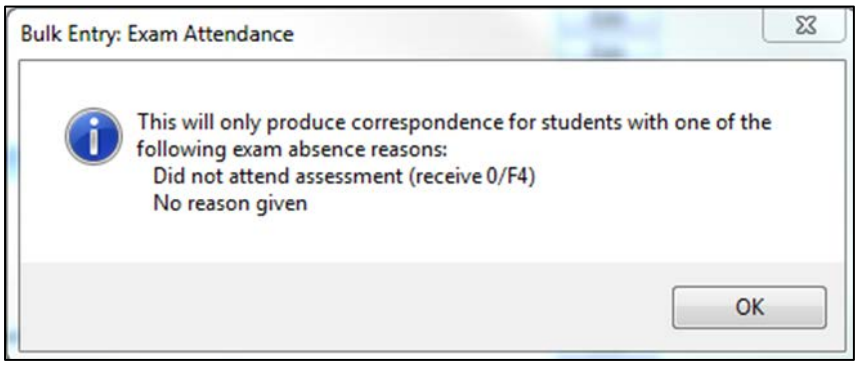
9.3 Contacting students by letter about exam non-attendance

Use this option if you prefer to produce, print and send out letters to students who did not attend an exam.

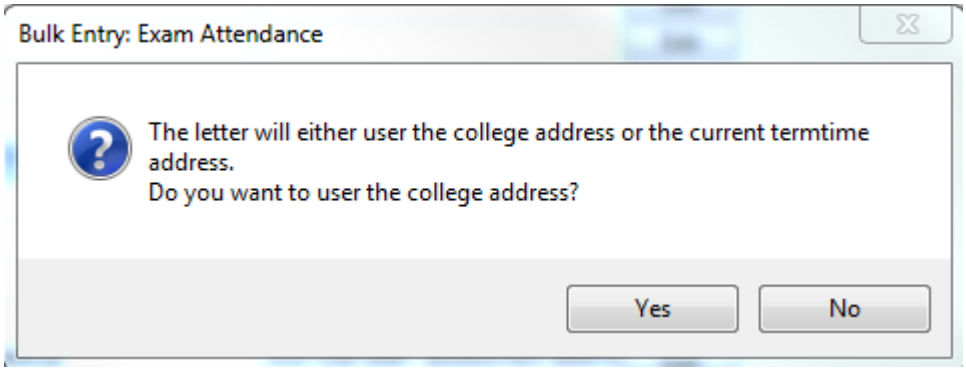


- Before you close the 'Bulk Entry: Exam Attendance' form click the 

button in the 'Absence Mailing' section of the form, you will then see the following message:


Bulk Entry: Exam Attendance
This will only produce correspondence for students with one of the following exam absence reasons:
Did not attend assessment (receive 0/F4)
No reason given
OK

- Click OK and see the following message.


Bulk Entry: Exam Attendance
The letter will either user the college address or the current termtime address.
Do you want to user the college address?
Yes
No

- Click 'Yes' if you want use the students college address and 'No' to use their termtime address.
- A letter with the following wording will then be produced (in Word) for all students with a non-attendance reason of 'Did not attend assessment (receive 0/F4)' or 'No reason given'.

Student ID No.
Today's Date

Juniper Berry
Bowland College

Dear Juniper

I have noted that you were absent from the following examination:

Module ENGL201: The Theory and Practice of Criticism
Examination ENGL201 Exam
Date 20/05/2013

The examination regulations state that if a student is absent from an examination without a satisfactory explanation then a mark of F4 / zero is recorded. If you do not want me to act in this regard, you must provide within the next few days, documentary evidence to account for your absence or let me know of any other arrangements that have been made by your department, which I am currently not aware of.

If you were absent due to illness then you must submit a doctor's certificate stating that you were unable to sit the examination. A **Self-Certification** form will not be accepted, unless signed by a medical doctor.

Yours sincerely

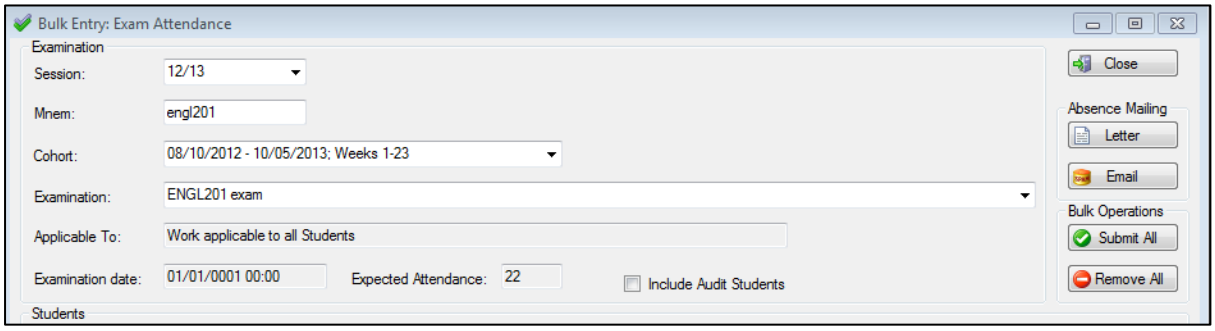
Richard English
Undergraduate Administrator
☎ 01524 59 2136 (direct line)
✉ r.english@lancaster.ac.uk

c.c. Module Administering Department

Print and send the letters, a record will be created in each Student's 'correspondence' form in Student Records confirming that the student has been contacted.

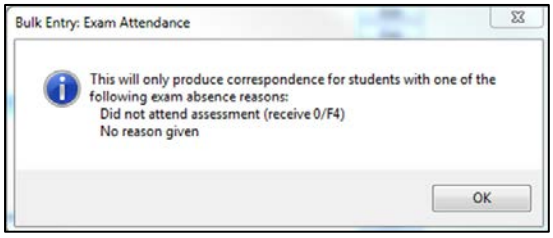
9.4 Contacting students by Email about exam non-attendance

Use this option if you prefer to contact students who did not attend an exam by email.

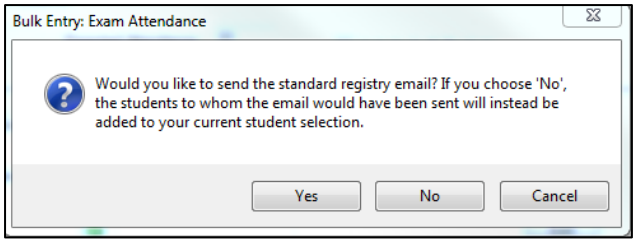


- Before you close the 'Bulk Entry: Exam Attendance' form click the

button in the 'Absence Mailing' section of the form, you will then see the following message:


Bulk Entry: Exam Attendance
This will only produce correspondence for students with one of the following exam absence reasons:
Did not attend assessment (receive 0/F4)
No reason given
OK

- Click OK and see the following message.


Bulk Entry: Exam Attendance
Would you like to send the standard registry email? If you choose 'No', the students to whom the email would have been sent will instead be added to your current student selection.
Yes
No
Cancel

- Click ‘Yes’ here to send the standard registry email, as soon as you click yes an email will be sent to all students with a non-attendance reason of ‘Did not attend assessment (receive 0/F4)’ or ‘No reason given’.
- A record will be created in each Student’s ‘correspondence’ form in Student Records confirming that the student has been contacted.

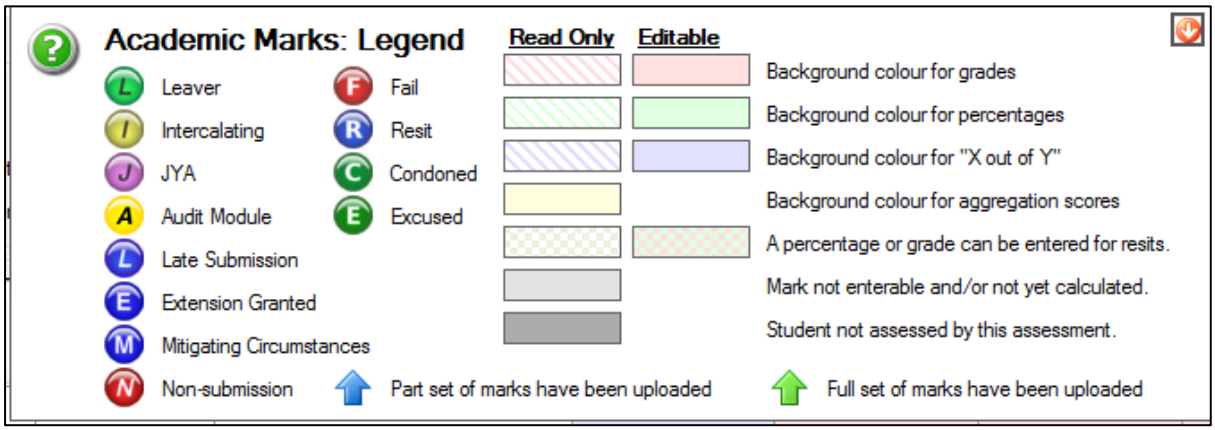
The wording of the email will be the same as the standard letter detailed in section 9.3 above.

Note: Although this procedure gives you the option to send your own email, the Deputy Head of the Student Registry requests that you use the standard Registry email.

Tip: To send both a letter and an email, run both processes.

10 Academic Marks: Legend

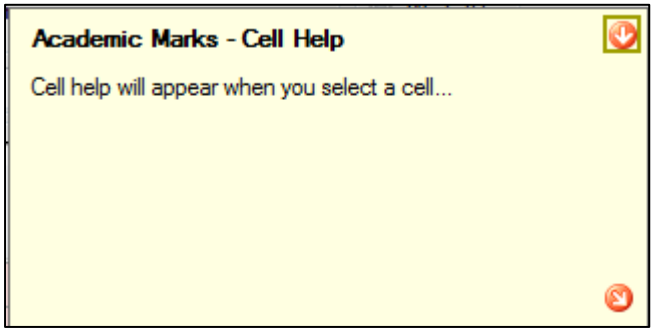
Click the button on any of the Marks forms (Marks Profile, Element Marks, Bulk Component Marks Entry, Bulk Element Marks Entry) to see the Legend.



The Legend shows you all of the indicators you may see in the first four columns of the marks entry form and the colours and shadings you may see the marks entry cells filled in together with a description of what it means. Click and drag the Legend to move it around or even onto a second screen if you have one. To close the Legend, click the in the top right hand corner.

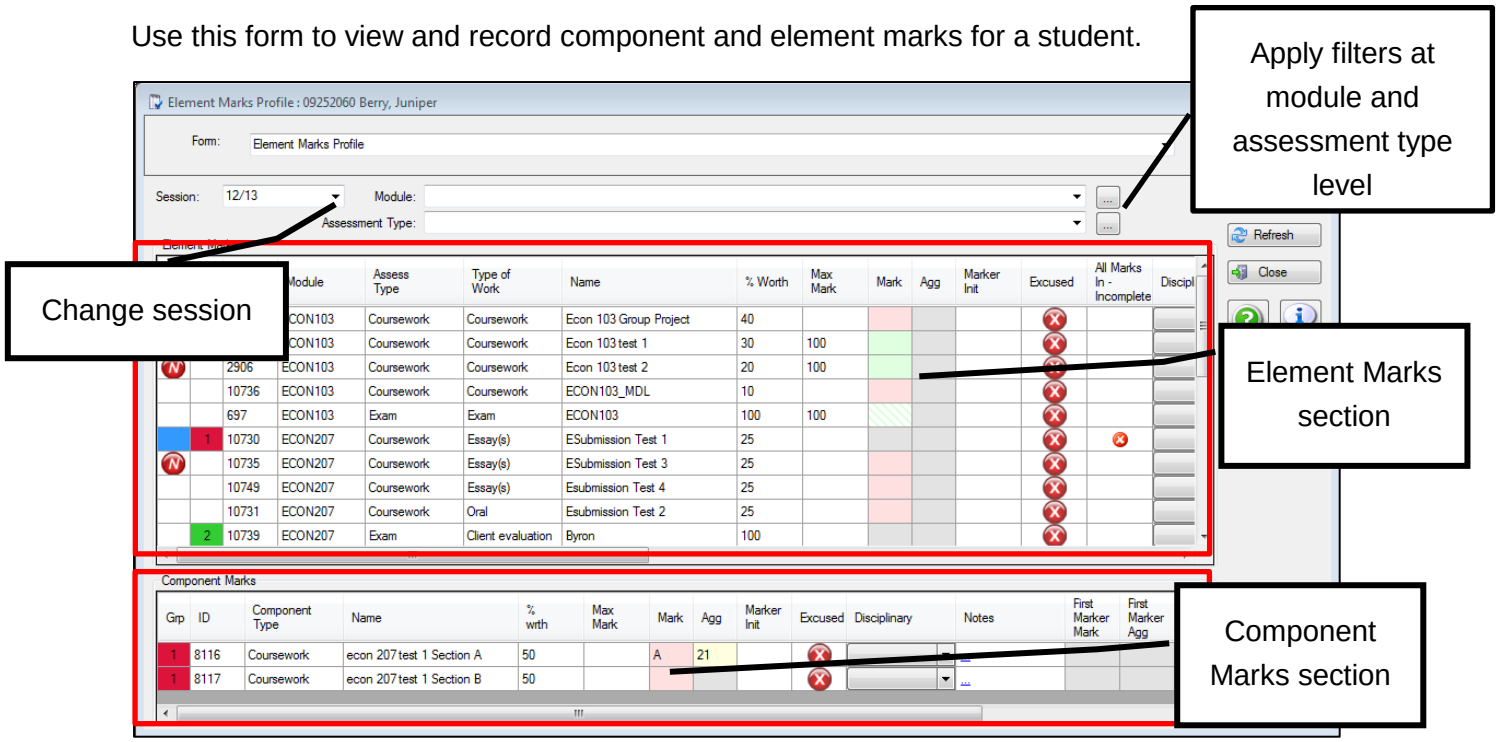
11 Cell Help

Click the button on any of the Marks forms (Marks Profile, Element Marks, Bulk Component Marks Entry, Bulk Element Marks Entry) to see the Cell Help box.



12 Element Marks Profile Form – Entering and Viewing Marks for an Individual Student

Use this form to view and record component and element marks for a student.



12.1 Viewing Element Marks

When you open the form you will see the student's module assessments for the current academic session.

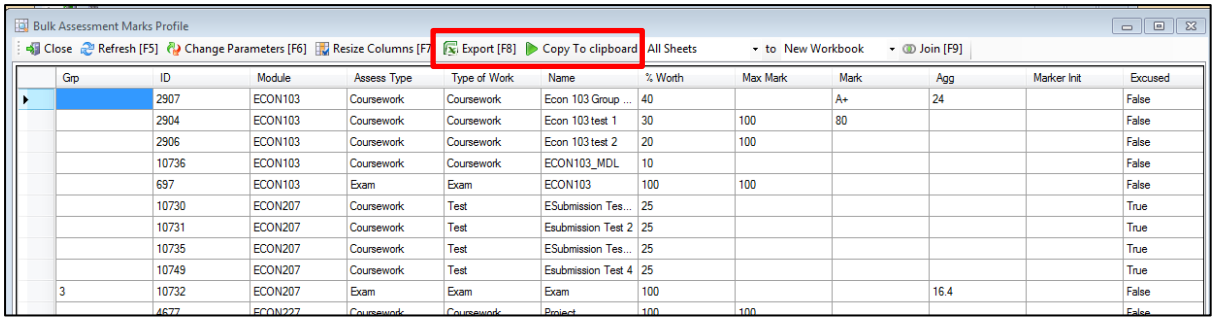
You can change the session to view marks for a previous session.

12.2 Export Button

Click this button to get quick access to simple marks reports for the student whose record you are viewing.

Grid Export

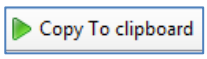
This report will produce a grid version of the Element Marks Profile form which can be easily exported to excel by clicking the Export [F8] button or copied to your clipboard using the Copy To clipboard option.



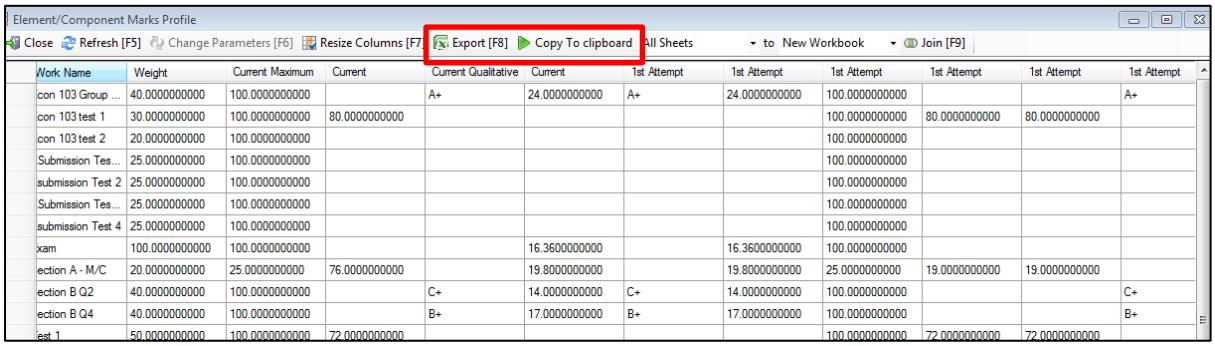
Grp	ID	Module	Assess Type	Type of Work	Name	% Worth	Max Mark	Mark	Agg	Marker Init	Excused
	2907	ECON103	Coursework	Coursework	Econ 103 Group ...	40		A+	24		False
	2904	ECON103	Coursework	Coursework	Econ 103 test 1	30	100	80			False
	2906	ECON103	Coursework	Coursework	Econ 103 test 2	20	100				False
	10736	ECON103	Coursework	Coursework	ECON103_MDL	10					False
	697	ECON103	Exam	Exam	ECON103	100	100				False
	10730	ECON207	Coursework	Test	ESubmission Tes...	25					True
	10731	ECON207	Coursework	Test	Esubmission Test 2	25					True
	10735	ECON207	Coursework	Test	ESubmission Tes...	25					True
	10749	ECON207	Coursework	Test	Esubmission Test 4	25					True
3	10732	ECON207	Exam	Exam	Exam	100			16.4		False
	4677	ECON227	Coursework	Coursework	Project	100	100				False

Data Export

This report will produce a more detailed version of the Element Marks Profile form which can be easily exported to excel by clicking the

button or copy to your clipboard using the 

option.



Work Name	Weight	Current Maximum	Current	Current Qualitative	Current	1st Attempt	1st Attempt	1st Attempt	1st Attempt	1st Attempt	1st Attempt
con 103 Group ...	40.0000000000	100.0000000000		A+	24.0000000000	A+	24.0000000000	100.0000000000			A+
con 103 test 1	30.0000000000	100.0000000000	80.0000000000					100.0000000000	80.0000000000	80.0000000000	
con 103 test 2	20.0000000000	100.0000000000						100.0000000000			
Submission Tes...	25.0000000000	100.0000000000						100.0000000000			
submission Test 2	25.0000000000	100.0000000000						100.0000000000			
Submission Tes...	25.0000000000	100.0000000000						100.0000000000			
submission Test 4	25.0000000000	100.0000000000						100.0000000000			
xam	100.0000000000	100.0000000000			16.3600000000		16.3600000000	100.0000000000			
ection A - M/C	20.0000000000	25.0000000000	76.0000000000		19.8000000000		19.8000000000	25.0000000000	19.0000000000	19.0000000000	
ection B Q2	40.0000000000	100.0000000000		C+	14.0000000000	C+	14.0000000000	100.0000000000			C+
ection B Q4	40.0000000000	100.0000000000		B+	17.0000000000	B+	17.0000000000	100.0000000000			B+
est 1	50.0000000000	100.0000000000	72.0000000000					100.0000000000	72.0000000000	72.0000000000	

Copy to Clipboard

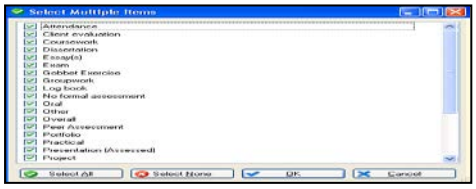
This option will copy the columns and marks shown on the Element Marks Profile Form plus the students name and ID number into your clipbard. You can then easily paste this information into any other application e.g. email, excel, word.

12.3 Entering Element Marks

You can apply filters at module level (this can make it easier when entering marks for one particular module) and at assessment type level.

Use the

button to select multiple options:



Marks must be entered at the lowest possible level so, if the assessment has Elements and Components you must enter the marks at component level.

Component Marks are recorded in the bottom section of the form.

Element Marks are recorded in the top section of the form.

- To enter an element mark, click into the appropriate cell and type the mark.

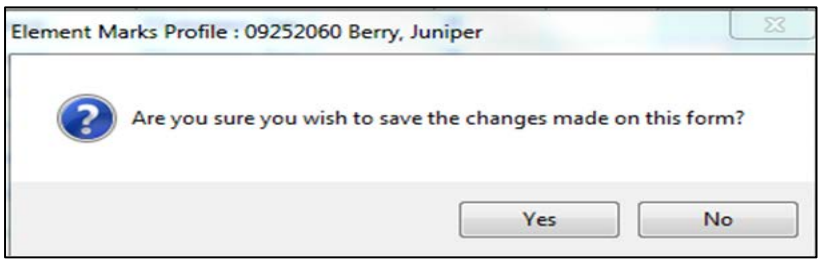
Tip: The cell colour will indicate whether the mark should be a grade, percentage or out of x.

Click the button of open the legend if you need help with colours and indicators

Click the button to open the cell help if you need assistance at cell level.

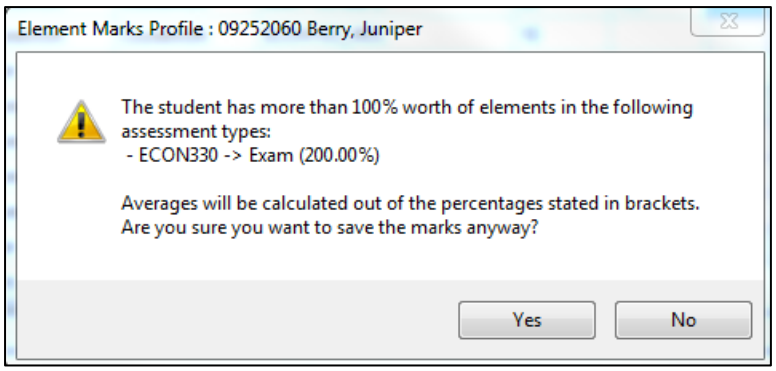
You can only enter a mark into a box filled with solid colour.

- Click the button when you have finished entering marks.
- You will then see this message:

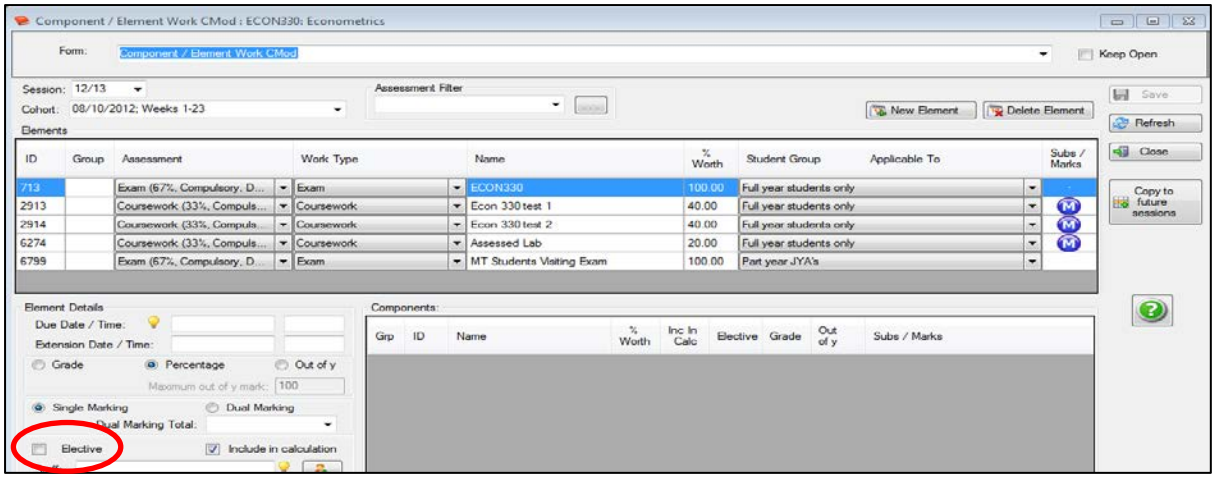


- Click 'Yes' if you want to save the changes and 'No' if you don't.

Once you've clicked 'Yes', the system checks that weightings of the Elements and Components associated with the student add up to 100%, if any anomalies are found you will get a warning message advising you of the problems. An example is shown below:

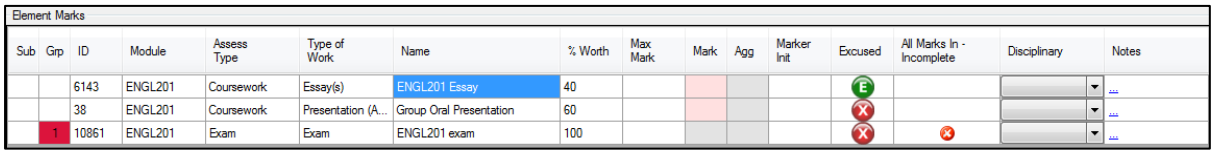

Element Marks Profile : 09252060 Berry, Juniper
The student has more than 100% worth of elements in the following assessment types:
- ECON330 -> Exam (200.00%)
Averages will be calculated out of the percentages stated in brackets.
Are you sure you want to save the marks anyway?
Yes
No

Tip: This message usually indicates that there is more than one option or elective, but that the options have not been marked as elective. In this example an exam element had been set up for full year students and another had been set up for part year JYA's; both elements need to be marked as elective and doing this fixes the problem.

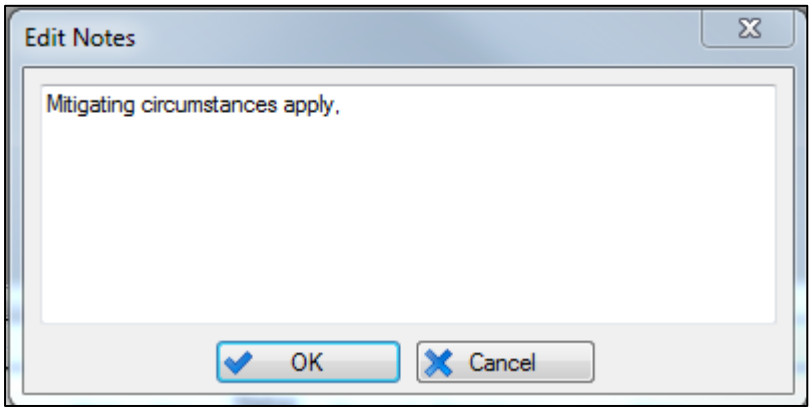


12.4 Excusing an Element Mark

- Click on the 'cross' in the 'Excused' column to mark an element as excused. This will remove that element from the module mark calculations.

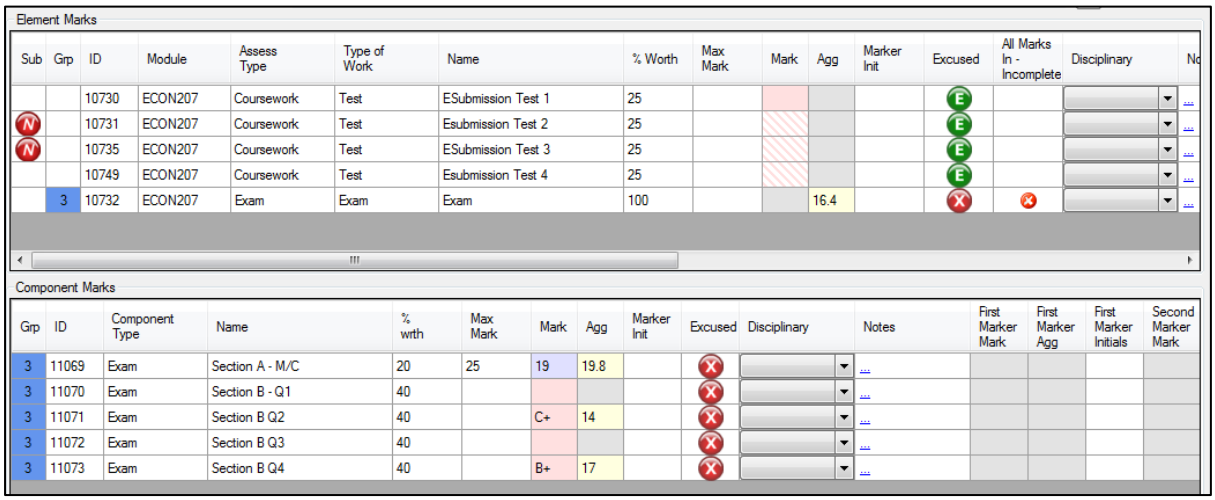


- Click onto the … in the Notes column to open the Edit Notes box and record details of why the element is being excused.



12.5 Excusing an Assessment Type

To excuse (set aside) an assessment type you will need to excuse all elements attached to that assessment type as shown below.


Element Marks
Sub Grp ID Module Assess Type Type of Work Name % Worth Max Mark Mark Agg Marker Init Excused All Marks In - Incomplete Disciplinary
10730 ECON207 Coursework Test ESubmission Test 1 25
10731 ECON207 Coursework Test Esubmission Test 2 25
10735 ECON207 Coursework Test ESubmission Test 3 25
10749 ECON207 Coursework Test Esubmission Test 4 25
3 10732 ECON207 Exam Exam Exam 100 16.4
Component Marks
Grp ID Component Type Name % wrth Max Mark Mark Agg Marker Init Excused Disciplinary Notes First Marker Mark First Marker Agg First Marker Initials Second Marker Mark
3 11069 Exam Section A - M/C 20 25 19 19.8
3 11070 Exam Section B - Q1 40
3 11071 Exam Section B Q2 40 C+ 14
3 11072 Exam Section B Q3 40
3 11073 Exam Section B Q4 40 B+ 17

Note: It is no longer necessary to remove an excused assessment type from the student's assessment profile, excusing elements by the method above does this.

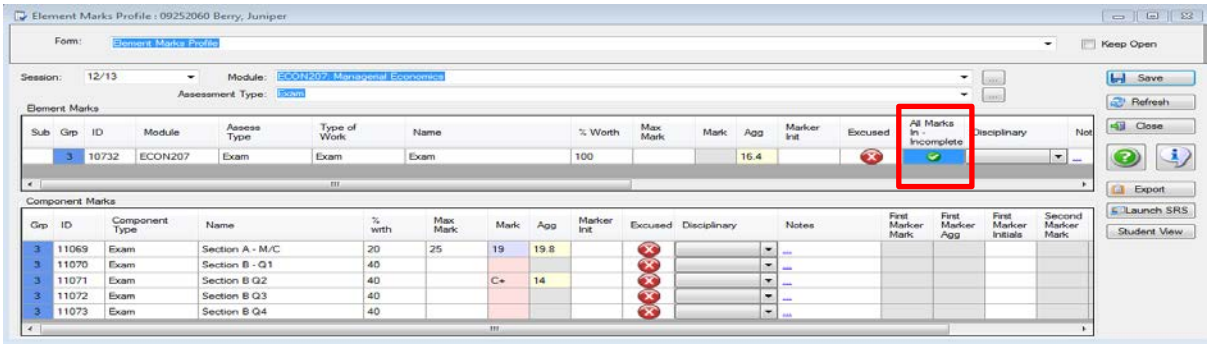
12.6 Excusing an Element which has component parts

If the whole element is to be excused then just excuse the element, there is no need to excuse the at component level too.

12.7 Indicating that all marks have been entered

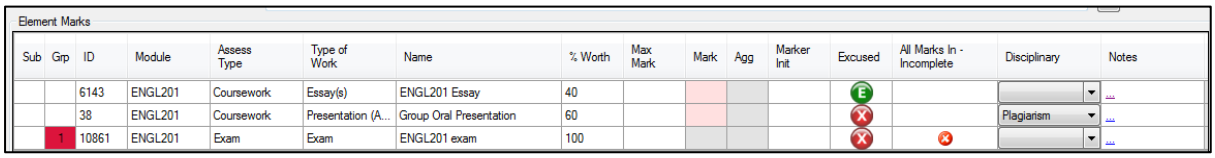
Tip: This option should be used in instances where a student has not completed 100% worth of assessment components (for example; if they should have answered four exam questions but they only answered three).

When all of the component marks have been entered, click onto the cross in the 'All marks in – incomplete' column to change this to a tick. This will ensure that the missing components are treated as having received a mark of F4/0 when calculating the aggregate mark for the element:



12.8 Recording Plagiarism

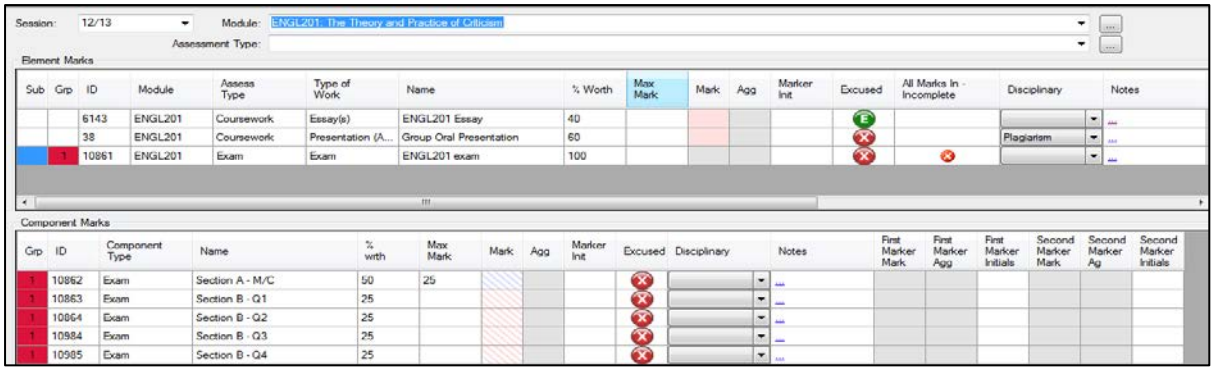
To record that an assessment element has been deemed to have been plagiarised, select Plagiarism from the pick list in the Disciplinary column.


Element Marks
Sub Grp ID Module Assess Type Type of Work Name % Worth Max Mark Mark Agg Marker Init Excused All Marks In - Incomplete Disciplinary Notes
6143 ENGL201 Coursework Essay(s) ENGL201 Essay 40
38 ENGL201 Coursework Presentation (A... Group Oral Presentation 60 Plagiarism
1 10861 ENGL201 Exam Exam ENGL201 exam 100

You may also wish to record notes detailing the agreed penalty and this can be done by clicking the … in the Notes column to open the notes editor.

12.9 Entering component marks

To enter a component mark click on the linked Element in the top grid, the attached components will be displayed in the component grid in the bottom section of the form:


Session: 12/13
Module: ENGL201: The Theory and Practice of Criticism
Assessment Type:
Element Marks
Component Marks
Grp ID Component Type Name % wrth Max Mark Mark Agg Marker Init Excused Disciplinary Notes First Marker Mark First Marker Agg First Marker Initials Second Marker Mark Second Marker Ag Second Marker Initials
1 10862 Exam Section A - M/C 50 25
1 10863 Exam Section B - Q1 25
1 10864 Exam Section B - Q2 25
1 10984 Exam Section B - Q3 25
1 10985 Exam Section B - Q4 25

Tip: If an element has attached components an indicator similar to this will be visible in the 'Grp' column in the element marks grid. If the module has more than one element with attached components then you'll see indicators in different colours increasing numerically.

To enter a component mark, click into the appropriate cell and enter the mark in the required format.

Tip: The cell colour will indicate whether the mark should be a grade, percentage or out of x.

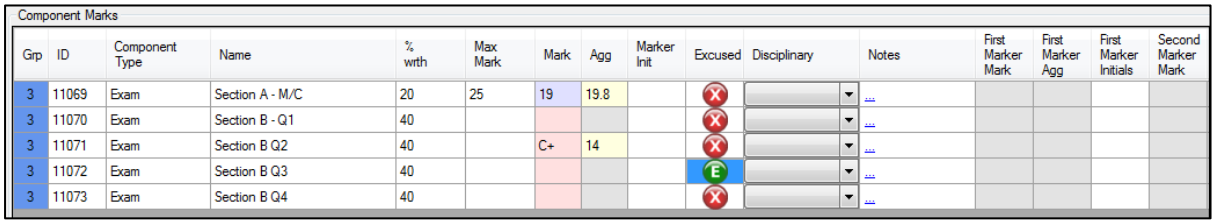
Click the button of open the legend if you need help colours and indicators

Click the button to open the cell help if you need assistance at cell level.

You can only enter a mark into a box filled with solid colour.

12.10 Excusing a Component

To excuse (set aside) a component, click the cross in the ‘Excused’ column on the row containing the component to be excused. This component will now be ‘set aside’ when calculating the Element aggregation mark.

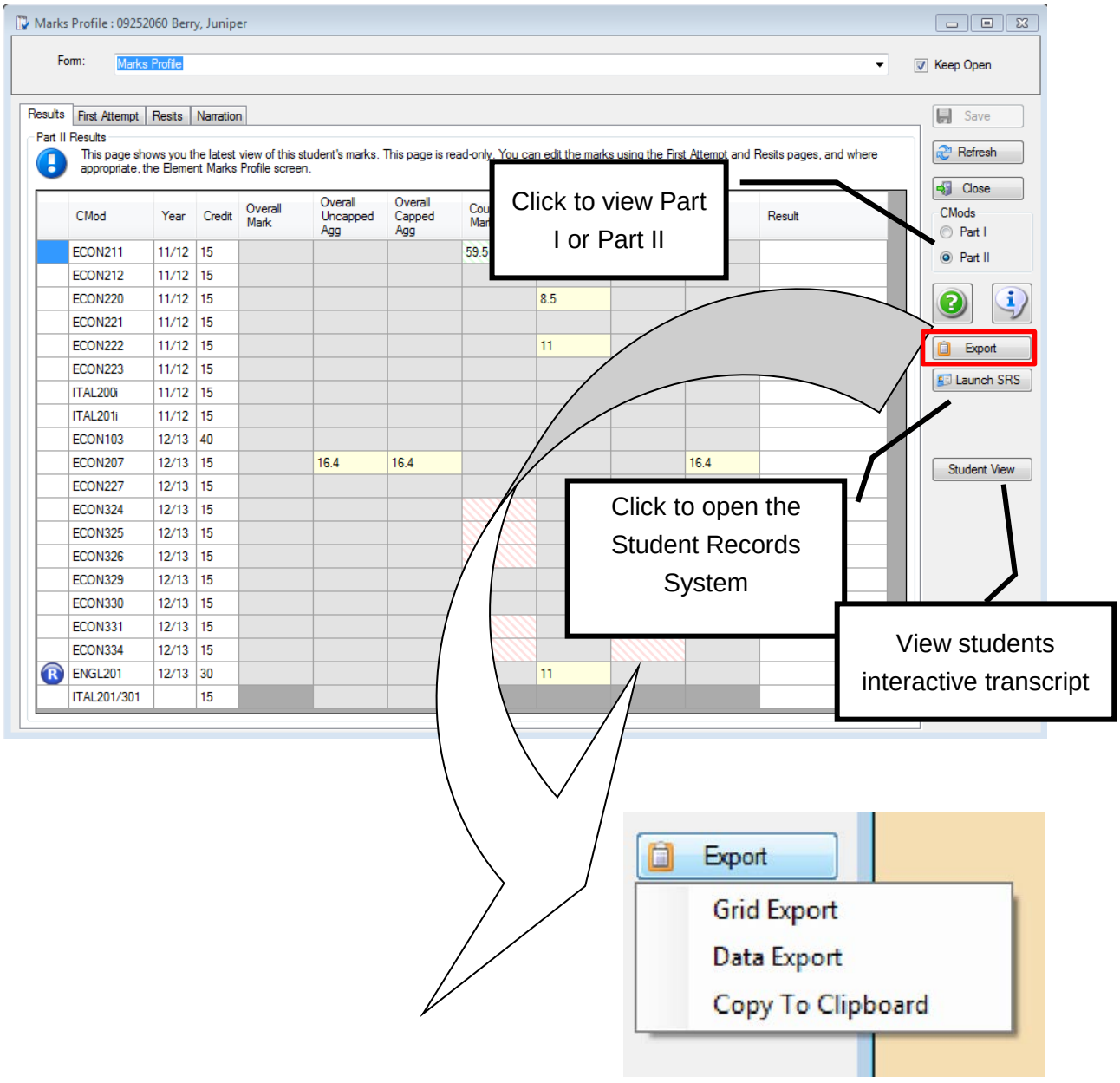

Component Marks

Grp	ID	Component Type	Name	% wrth	Max Mark	Mark	Agg	Marker Init	Excused	Disciplinary	Notes	First Marker Mark	First Marker Agg	First Marker Initials	Second Marker Mark
3	11069	Exam	Section A - M/C	20	25	19	19.8		X		...				
3	11070	Exam	Section B - Q1	40					X		...				
3	11071	Exam	Section B Q2	40		C+	14		X		...				
3	11072	Exam	Section B Q3	40					E		...				
3	11073	Exam	Section B Q4	40					X		...				

13 Marks Profile Form

This form can be filtered to view Part I or Part II marks, it has four tabs holding different information plus button functionality detailed below.

Tip: You can set which tab this form opens to by changing the default in 'Options', see section 3.8.

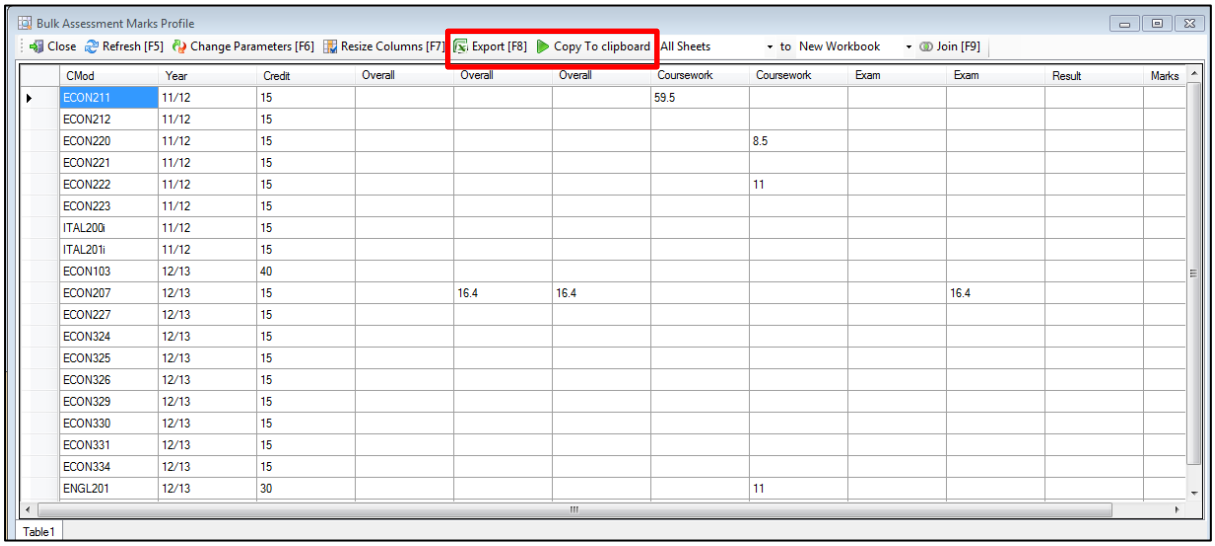


13.1 Export Button

Click this button to get quick access to simple marks reports for the student whose record you are viewing.

Grid Export

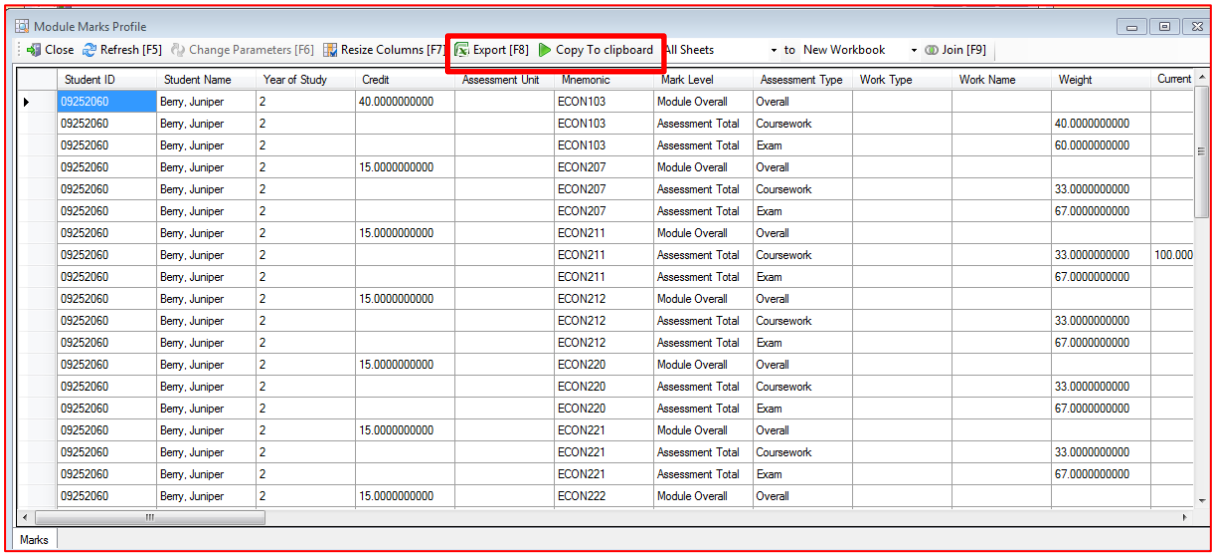
This report will produce a grid version of the Marks Profile form which can be easily exported to excel by clicking the Export [F8] button or copied to your clipboard using the Copy To clipboard option.



CMod	Year	Credit	Overall	Overall	Overall	Coursework	Coursework	Exam	Exam	Result	Marks
ECON211	11/12	15				59.5					
ECON212	11/12	15									
ECON220	11/12	15					8.5				
ECON221	11/12	15									
ECON222	11/12	15					11				
ECON223	11/12	15									
ITAL200i	11/12	15									
ITAL201i	11/12	15									
ECON103	12/13	40									
ECON207	12/13	15		16.4	16.4				16.4		
ECON227	12/13	15									
ECON324	12/13	15									
ECON325	12/13	15									
ECON326	12/13	15									
ECON329	12/13	15									
ECON330	12/13	15									
ECON331	12/13	15									
ECON334	12/13	15									
ENGL201	12/13	30					11				

Data Export

This report will produce a more detailed version of the Marks Profile form which can be easily exported to excel by clicking the Export [F8] button or copy to your clipboard using the Copy To clipboard option.



Student ID	Student Name	Year of Study	Credit	Assessment Unit	Mnemonic	Mark Level	Assessment Type	Work Type	Work Name	Weight	Current
09252060	Berry, Juniper	2	40.0000000000		ECON103	Module Overall	Overall				
09252060	Berry, Juniper	2			ECON103	Assessment Total	Coursework			40.0000000000	
09252060	Berry, Juniper	2			ECON103	Assessment Total	Exam			60.0000000000	
09252060	Berry, Juniper	2	15.0000000000		ECON207	Module Overall	Overall				
09252060	Berry, Juniper	2			ECON207	Assessment Total	Coursework			33.0000000000	
09252060	Berry, Juniper	2			ECON207	Assessment Total	Exam			67.0000000000	
09252060	Berry, Juniper	2	15.0000000000		ECON211	Module Overall	Overall				
09252060	Berry, Juniper	2			ECON211	Assessment Total	Coursework			33.0000000000	100.000
09252060	Berry, Juniper	2			ECON211	Assessment Total	Exam			67.0000000000	
09252060	Berry, Juniper	2	15.0000000000		ECON212	Module Overall	Overall				
09252060	Berry, Juniper	2			ECON212	Assessment Total	Coursework			33.0000000000	
09252060	Berry, Juniper	2			ECON212	Assessment Total	Exam			67.0000000000	
09252060	Berry, Juniper	2	15.0000000000		ECON220	Module Overall	Overall				
09252060	Berry, Juniper	2			ECON220	Assessment Total	Coursework			33.0000000000	
09252060	Berry, Juniper	2			ECON220	Assessment Total	Exam			67.0000000000	
09252060	Berry, Juniper	2	15.0000000000		ECON221	Module Overall	Overall				
09252060	Berry, Juniper	2			ECON221	Assessment Total	Coursework			33.0000000000	
09252060	Berry, Juniper	2			ECON221	Assessment Total	Exam			67.0000000000	
09252060	Berry, Juniper	2	15.0000000000		ECON222	Module Overall	Overall				

Copy to Clipboard

This option will copy the columns and marks shown on the Marks Profile Form plus the students name and ID number into your clipbard. You can then easily paste this information into any other application e.g. email, excel, word.

Student ID	Name									
9252060	Berry, Juniper									
CMod	Year	Credit	Overall Mark	Overall Uncapped Agg	Overall Capped Agg	Coursework Mark	Coursework Agg	Exam Mark	Exam Agg	Result
ECON211	11/12	15				59.5				
ECON212	11/12	15								
ECON220	11/12	15					8.5			
ECON221	11/12	15								
ECON222	11/12	15					11			
ECON223	11/12	15								
ITAL200i	11/12	15								
ITAL201i	11/12	15								
ECON103	12/13	40								
ECON207	12/13	15		16.4	16.4				16.4	
ECON227	12/13	15								
ECON324	12/13	15								
ECON325	12/13	15								
ECON326	12/13	15								
ECON329	12/13	15								
ECON330	12/13	15								
ECON331	12/13	15								
ECON334	12/13	15								
ENGL201	12/13	30					11			
ITAL201/301		15								

13.2 Results tab

This tab is read only and displays the current marks at overall assessment type and module level.

13.3 First Attempt tab

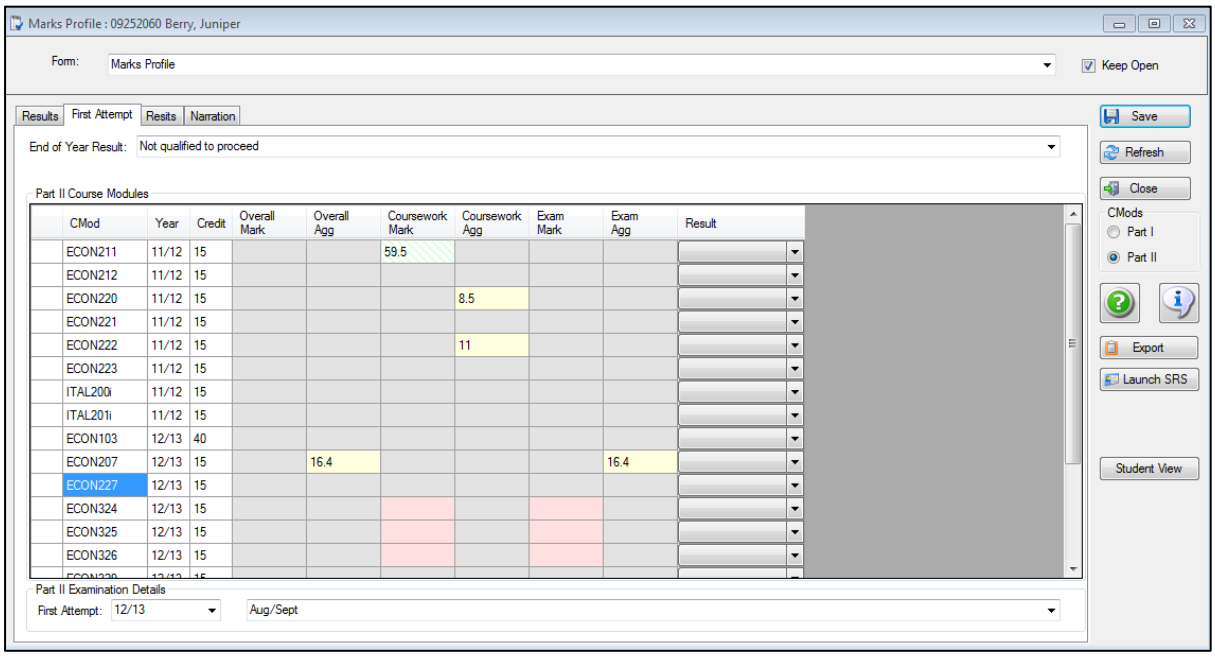
On this tab you can enter overall assessment marks (if this is the lowest level of mark, you will not be able to enter a mark at assessment type level if elements and / or components exist).

13.4 Deferred Assessments

If a student is to take an assessment as a first sit in the resit period (or examination period different to the default examination period for that module) then you should to amend the

examination period details on the ‘First Attempt’ tab of the ‘Marks Profile’ form as shown below.

- Click onto the correct module in the grid



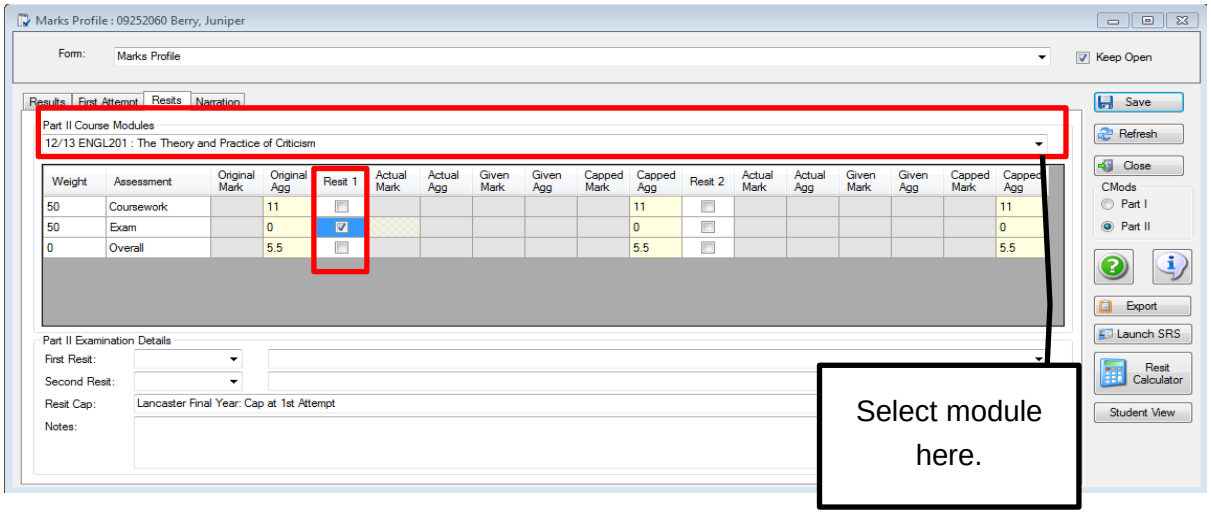
- Set the First Attempt year
- Set the First Attempt period
- Click

13.5 Resits tab – Recording Resit Requirements

You can enter resit marks against overall assessment types in this form by clicking into the relevant cell. You should also enter ticks on this form to indicate which assessment type resits the student will be required to resit.

The results tab shows the current marks so you will see an against any failed modules which don’t currently have any resit information recorded.

- Click onto the ‘Resits Tab’
- Select the module you want to enter resit requirements for from the pick list



You should enter a tick in the 'Resit 1' column to indicate the type of assessment (coursework, exam or both) the resit will take.

Note:

If the student failed the coursework but the resit will be by exam then you should put the tick against the exam assessment type.

If the mark gained in the re-assessment is to be the overall mark for the module (i.e. the student failed the coursework and the exam but is just being required to take a re-sit by exam) then you must also put a tick in the 'Overall' box.

If the re-sit is just for one assessment type and the original marks for any other assessment types is to stand then just place a tick against the assessment to be re-sat and leave the overall box empty.

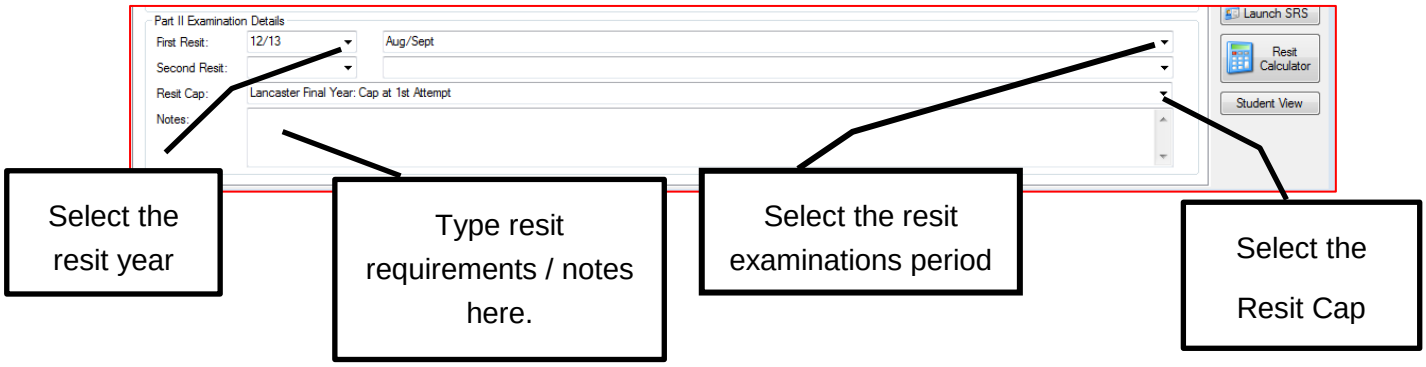
You must also set the following details:

- Select the year in which the re-assessment will take place (12/13)
- Select the examination period in which the re-assessment will take place (Aug/Sept)
- Select the Appropriate Resit Cap

Resit Caps for 2011 UG Assessment Regulations

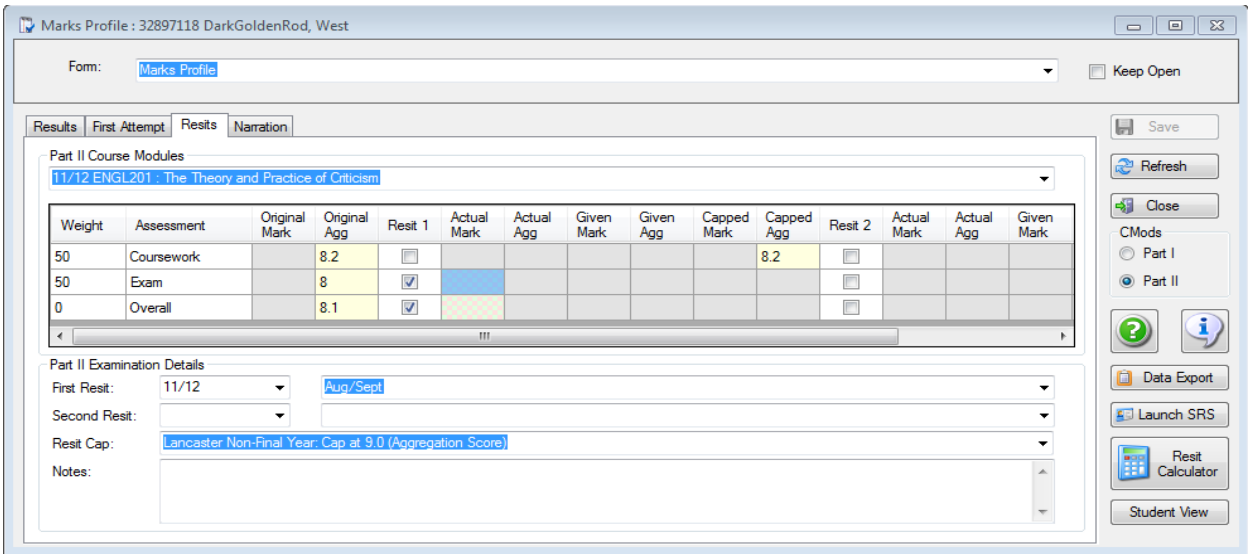
Part I Students	No Cap
2nd years and 3rd years on 4 year programmes	Lancaster Non Final Year: Cap at 9.0
Final year students	Lancaster Final Year: Cap at 1st Attempt

- Enter resit examination details in the bottom section of the form.



13.6 Entering Resit Marks For an Individual Student

Resit marks for an individual student can be entered on the Resit tab of the Marks Profile form.



The ‘Resit Calculator’ button on the right hand side will be activated as soon as you click into a chequered cell. Marks can then be entered as detailed in section 16 Bulk Resit Marks Entry.

13.7 Narration Tab

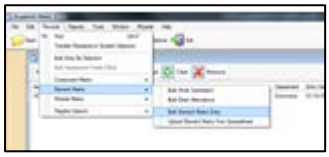
Notes will be entered into the Narration tab following outcome of exam boards. Write access to this tab is restricted to the Student Registry.

14 Bulk Element Marks Entry

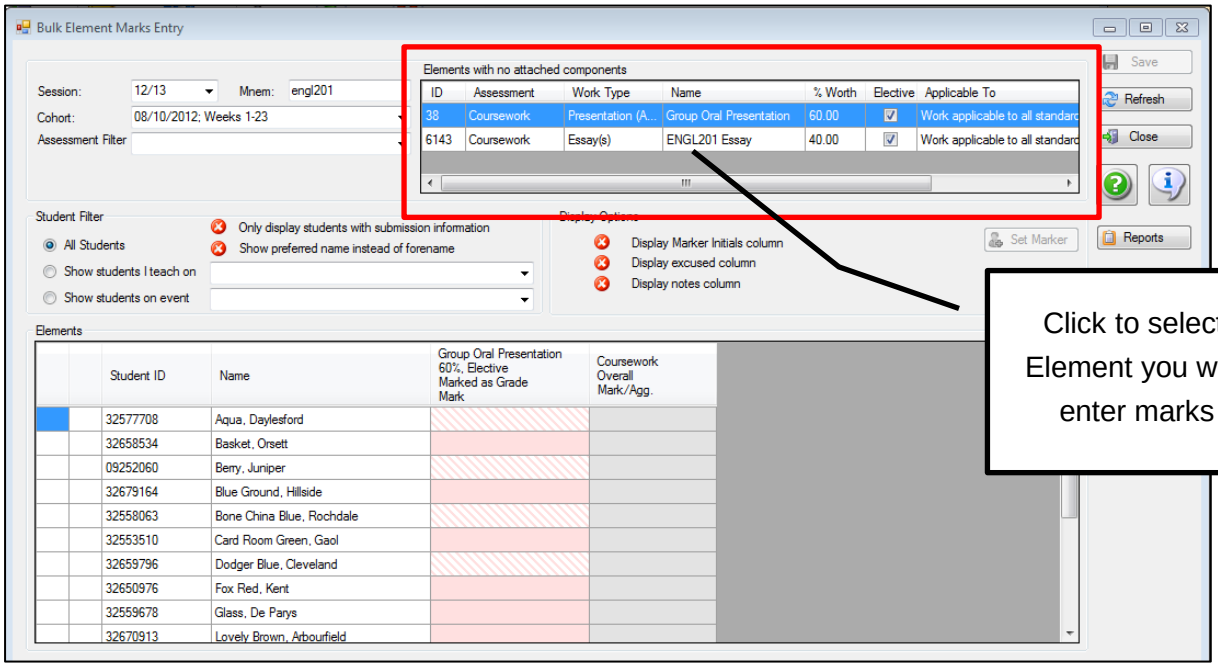
Please keep in mind that the Marks have to be entered on the **lowest level available**, therefore if a module assessment type has elements and components associated with it then marks will need to be input at the component level.

14.1 Entering Element Marks

- Click on the Records menu in the Academics Marks window
- Choose Element Mark > Bulk Element Marks Entry



- Enter the module Mnemonic in the Mnem Field and press the Tab key to accept it.
- See the form populated with data.
- Select the Element that you want to enter marks for by clicking on the appropriate row in the 'Elements with no attached components' window at the top of the form:


Bulk Element Marks Entry
Session: 12/13
Mnem: engl201
Cohort: 08/10/2012; Weeks 1-23
Assessment Filter
Elements with no attached components
ID | Assessment | Work Type | Name | % Worth | Elective | Applicable To
38 | Coursework | Presentation (A... | Group Oral Presentation | 60.00 | Work applicable to all standard
6143 | Coursework | Essay(s) | ENGL201 Essay | 40.00 | Work applicable to all standard
Save
Refresh
Close
Student Filter
All Students
Show students I teach on
Show students on event
Only display students with submission information
Show preferred name instead of forename
Display Options
Display Marker Initials column
Display excused column
Display notes column
Set Marker
Reports
Elements
Student ID | Name | Group Oral Presentation 60%, Elective Marked as Grade Mark | Coursework Overall Mark/Agg.
32577708 Aqua, Daylesford
32658534 Basket, Orsett
09252060 Berry, Juniper
32679164 Blue Ground, Hillside
32558063 Bone China Blue, Rochdale
32553510 Card Room Green, Gaol
32659796 Dodger Blue, Cleveland
32650976 Fox Red, Kent
32559678 Glass, De Parys
32670913 Lovely Brown, Arbourfield
Click to select the Element you want to enter marks for

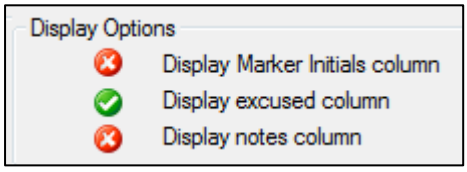
- Click into a cell and enter the mark.

TIP: If the exam attendance or work submission has not been recorded, the fields for the marks will be read-only (i.e. with the pink stripes background if using default grade colour settings), and you will not be able to add any marks.

- Click on the Individual student id in the Student ID column to open that student's record in Academic Marks. The record will open to the form which is currently set as the default form.

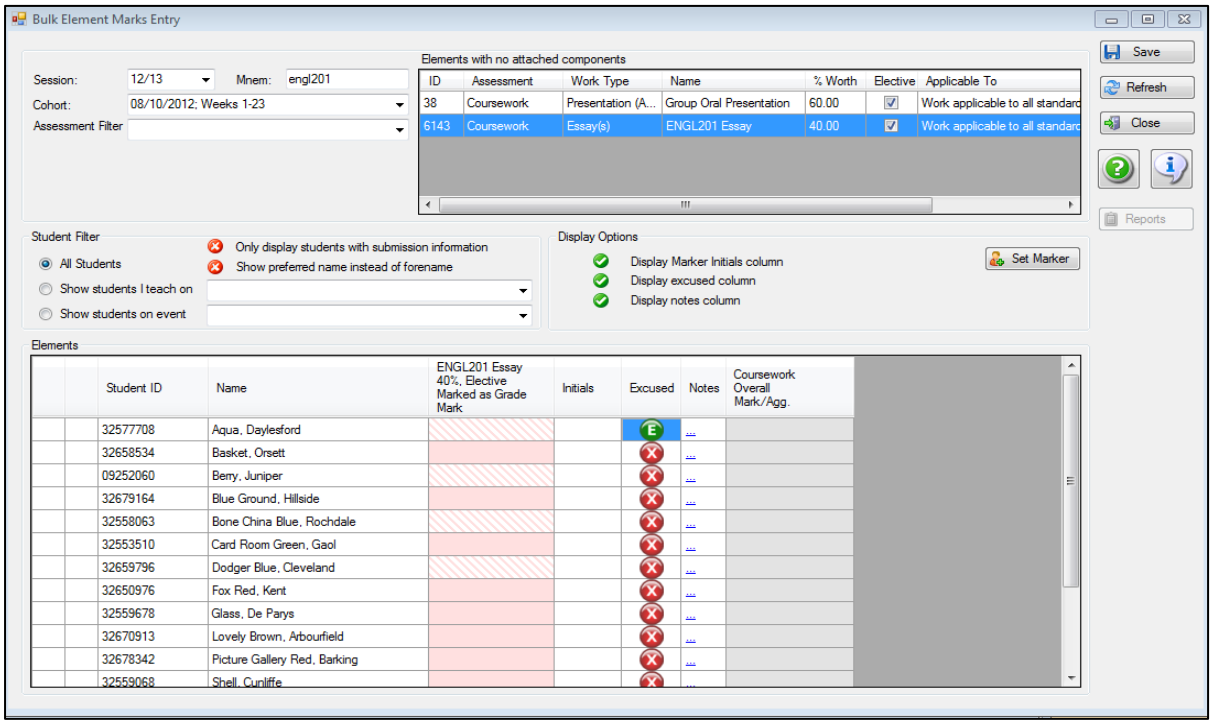
14.2 Excusing an Element Mark

To excuse (set aside) an Element mark you will need to display the excused column. This is done by clicking the appropriate cross in the Display Options section of the Bulk Element Marks Entry form.



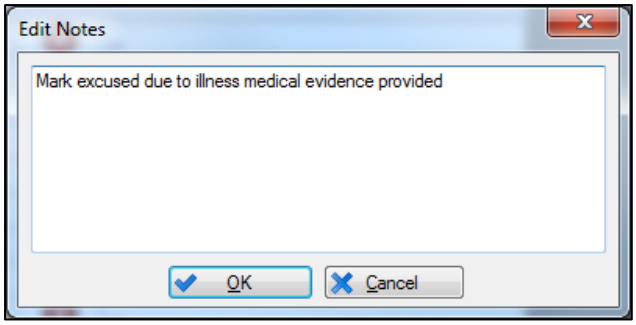
You will now see an excused column.

- Click the to indicate that a student is to be excused from and element. In the example below, the student has had the 40% essay excused and therefore the mark for the Group Oral Presentation will count as 100% of the course work assessment type.


Bulk Element Marks Entry
Session: 12/13
Mnem: engl201
Cohort: 08/10/2012; Weeks 1-23
Assessment Filter
Elements with no attached components
ID Assessment Work Type Name % Worth Elective Applicable To
38 Coursework Presentation (A... Group Oral Presentation 60.00 Work applicable to all standard
6143 Coursework Essay(s) ENGL201 Essay 40.00 Work applicable to all standard
Save
Refresh
Close
Reports
Student Filter
All Students
Show students I teach on
Show students on event
Only display students with submission information
Show preferred name instead of forename
Display Options
Display Marker Initials column
Display excused column
Display notes column
Set Marker
Elements
Student ID Name ENGL201 Essay 40%, Elective Marked as Grade Mark Initials Excused Notes Coursework Overall Mark/Agg.
32577708 Aqua, Daylesford
32658534 Basket, Orsett
09252060 Berry, Juniper
32679164 Blue Ground, Hillside
32558063 Bone China Blue, Rochdale
32553510 Card Room Green, Gaol
32659796 Dodger Blue, Cleveland
32650976 Fox Red, Kent
32559678 Glass, De Parys
32670913 Lovely Brown, Arbourfield
32678342 Picture Gallery Red, Barking
32559068 Shell, Cunliffe

Tip: To excuse a student totally from an assessment type, then mark all 'Elements' linked to that assessment type as 'Excused'.

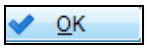
When you are excusing the mark you should indicate the reason for the mark being excused in the Notes field: click on three dots to open the Edit Notes window and type the explanation there. Click OK when finished.



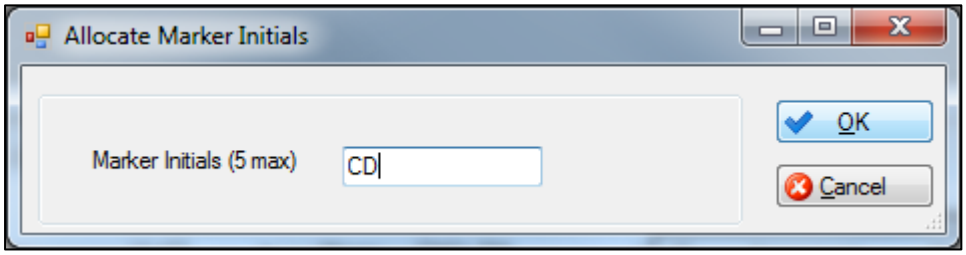
14.3 Excusing An Assessment Type

To excuse (set aside) an assessment type then excuse all elements attached to that assessment type as shown below. From the bulk marks entry form this means you will need to click onto each Element separately and then mark it as excused against the relevant student. It may be easier to do this within the students individual 'Element Marks' form, see 12.3 above.

14.4 Recording Marker Initials against an element mark

You can set the Marker initials by clicking to highlight the relevant student rows (use the shift or ctrl key to select multiple rows), then click on the Set Marker button, type the marker initials in the window that opens – see below, click 

.



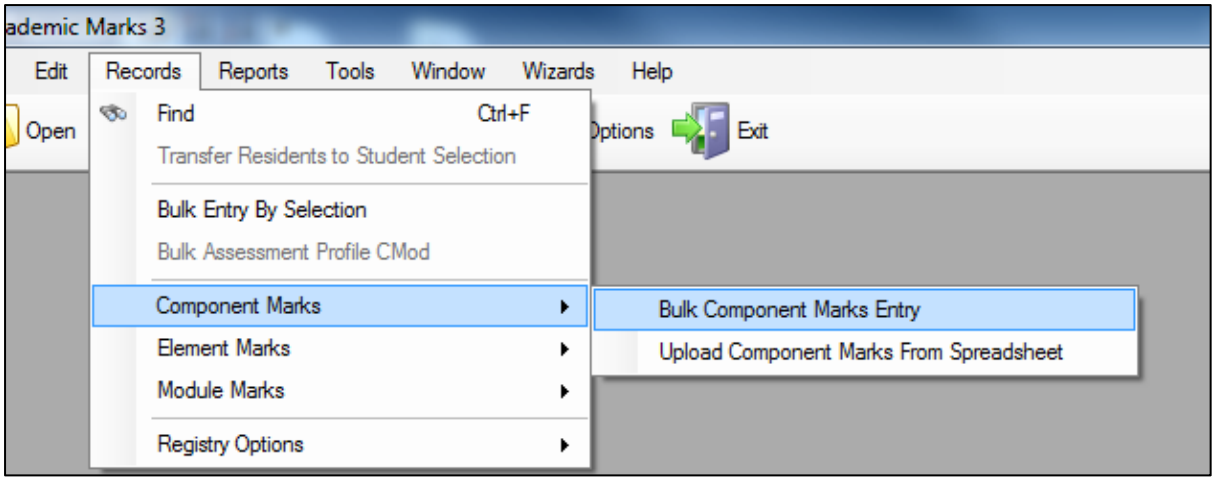
15 Bulk Component Marks Entry

Please keep in mind that the Marks have to be entered on the **lowest level available**, therefore if a module assessment type has elements and components associated with it then marks will need to be input at the component level.

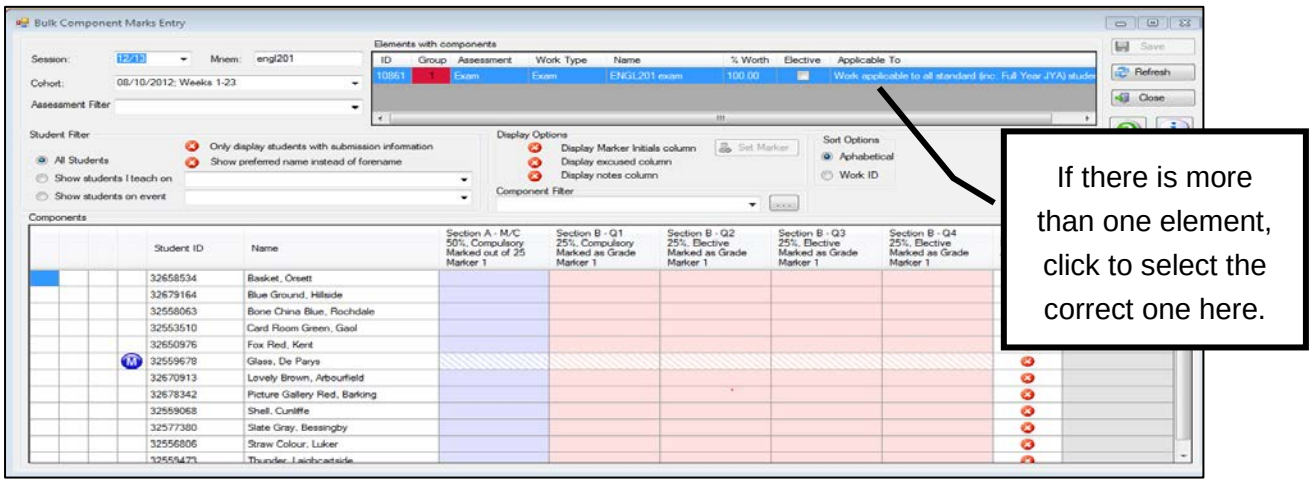
You can use the Component entering feature or the Element Marks entry.

15.1 Entering Component Marks

- Click on the Records menu in the LUSI window
- Choose Component Mark > Bulk Component Marks Entry



- See the Bulk Component Marks Entry window open.
- Enter the module Mnemonic in the Mnem Field and press the Tab key to accept it.
- The form will then be populated:

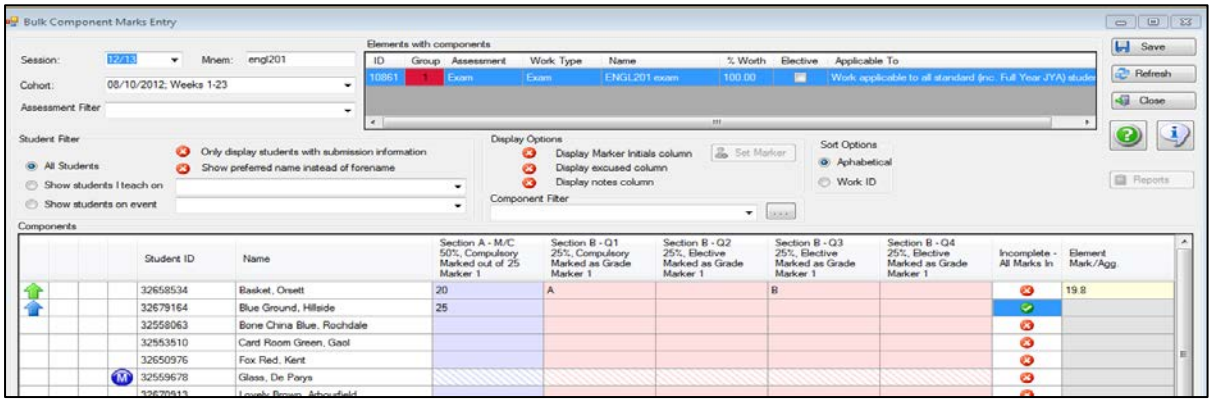


- If the module has more than one Element with attached Components, you will need click onto the correct Element in the 'Elements with components' window at the top of the form.

Tip: The column header will state whether the component is compulsory or elective and how it should be marked.

- Enter the marks in the appropriate column.
- If a student has not answered all of the required questions and therefore has marks against less than 100% worth of components, click on the in the 'Incomplete – All marks in' column to change it to a . The element aggregate mark will then be calculated treating the missing mark(s) as F4/0.
- Once you have entered all the marks click save.

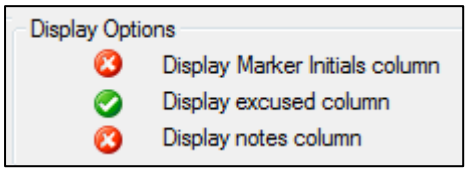
- You should now see a blue arrow against students who have a partial set of marks entered and a green arrow against students with a full set of marks recorded.



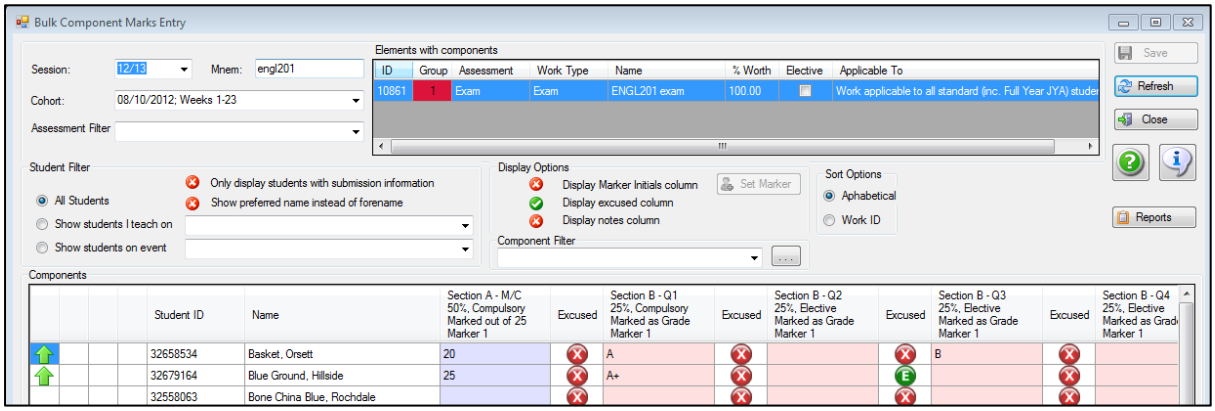
Tip: You can only enter marks into a cells filled with a solid block of colour. If you don't understand why you can't enter a mark into a cell open the Legend and / or the cell help for assistance.

15.2 Excusing a component mark

To excuse (set aside) a component mark you will need to display the excused column. This is done by clicking the appropriate cross in the Display Options section of the form.



You will now see an excused column after each component column. Click the cross to the right of the component column to excuse (set aside) that component. In the example below, the student has marks for 75% of the exam and has been excused from 25%.

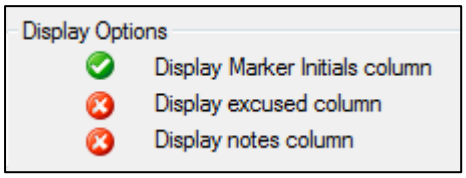


15.3 Excusing an Element which has attached components

If the whole element is to be excused then this should be done at element level, see 12.2 above.

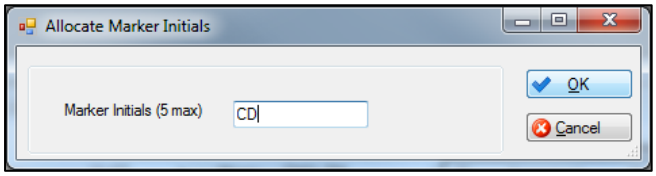
15.4 Recording the marker's initials against components

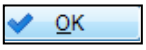
To record markers initials against components you will need to 'Display Marker Initials Column' by selecting that 'Display Option'.

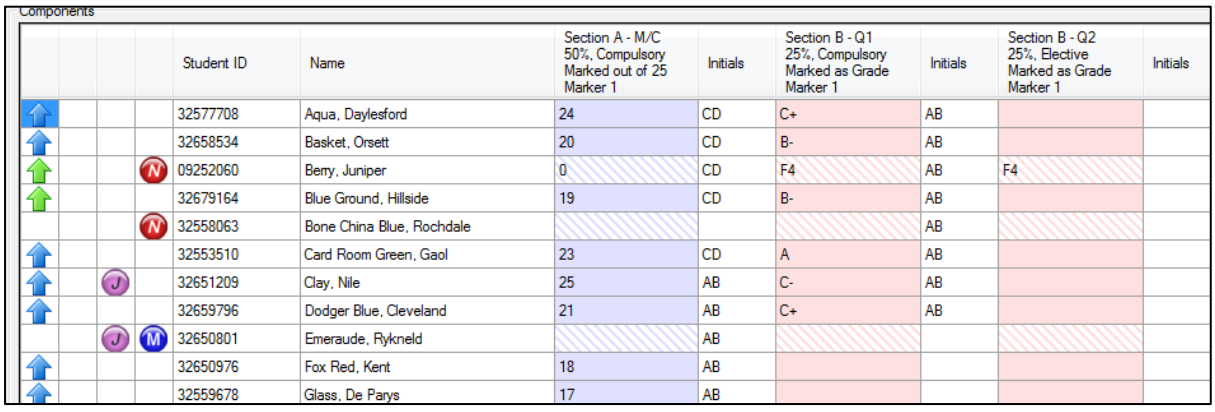


- Use the shift and / or ctrl keys to help you select the cells you want to enter the same marks initials into
- Click the

button
- type the marker initials in the window that opens



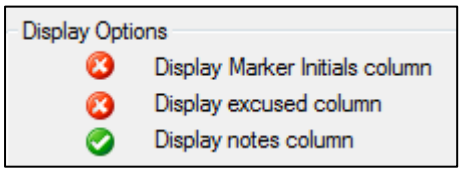
- Click 

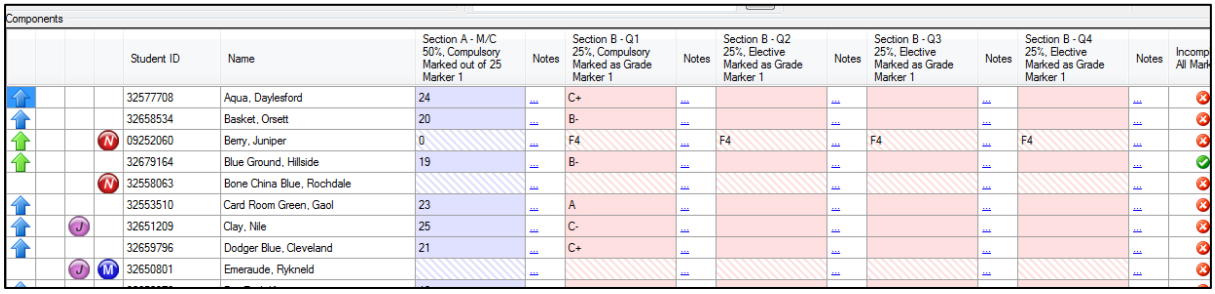

Components

	Student ID	Name	Section A - M/C 50%, Compulsory Marked out of 25 Marker 1	Initials	Section B - Q1 25%, Compulsory Marked as Grade Marker 1	Initials	Section B - Q2 25%, Elective Marked as Grade Marker 1	Initials
	32577708	Aqua, Daylesford	24	CD	C+	AB		
	32658534	Basket, Orsett	20	CD	B-	AB		
N	09252060	Berry, Juniper	0	CD	F4	AB	F4	
	32679164	Blue Ground, Hillside	19	CD	B-	AB		
N	32558063	Bone China Blue, Rochdale				AB		
	32553510	Card Room Green, Gaol	23	CD	A	AB		
J	32651209	Clay, Nile	25	AB	C-	AB		
	32659796	Dodger Blue, Cleveland	21	AB	C+	AB		
J M	32650801	Emeraude, Rykneld		AB				
	32650976	Fox Red, Kent	18	AB				
	32559678	Glass, De Parys	17	AB				

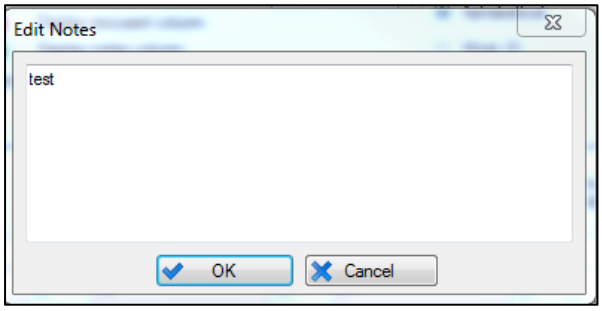
15.5 Recording, viewing and editing notes

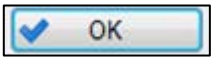
To record notes against components you will need to 'Display Notes Column' by selecting that 'Display Option'.

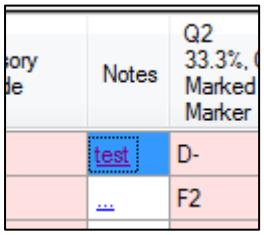



Components
Student ID
Name
Section A - M/C 50%, Compulsory Marked out of 25 Marker 1
Notes
Section B - Q1 25%, Compulsory Marked as Grade Marker 1
Notes
Section B - Q2 25%, Elective Marked as Grade Marker 1
Notes
Section B - Q3 25%, Elective Marked as Grade Marker 1
Notes
Section B - Q4 25%, Elective Marked as Grade Marker 1
Notes
32577708 Aqua, Daylesford 24 C+
32658534 Basket, Orsett 20 B-
09252060 Berry, Juniper 0 F4 F4 F4 F4
32679164 Blue Ground, Hillside 19 B-
32558063 Bone China Blue, Rochdale
32553510 Card Room Green, Gaol 23 A
32651209 Clay, Nile 25 C-
32659796 Dodger Blue, Cleveland 21 C+
32650801 Emeraude, Rykneld

- Click onto the in any of the notes column to open the 'Edit Notes' box
- Type your notes into the box

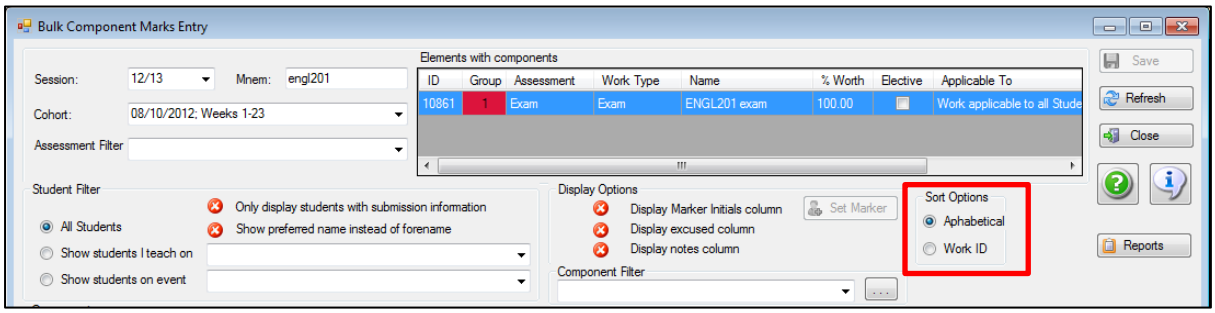


- Click 
- You will be able to see if notes exist as you will see the first few letters of the comments in the notes column

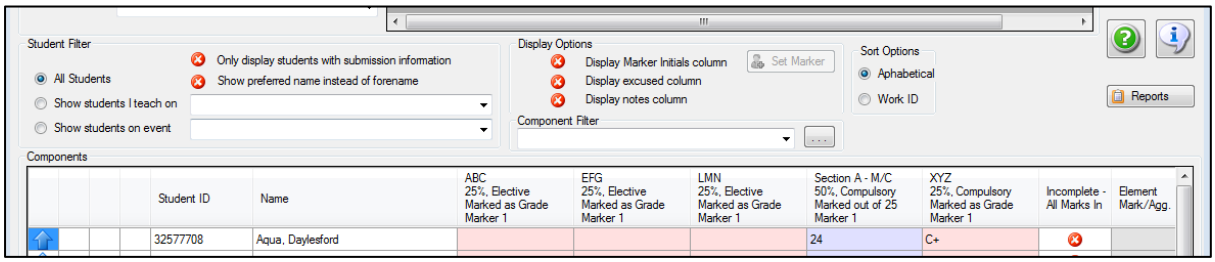


15.6 Changing the order in which Component columns are displayed in the marks entry grid

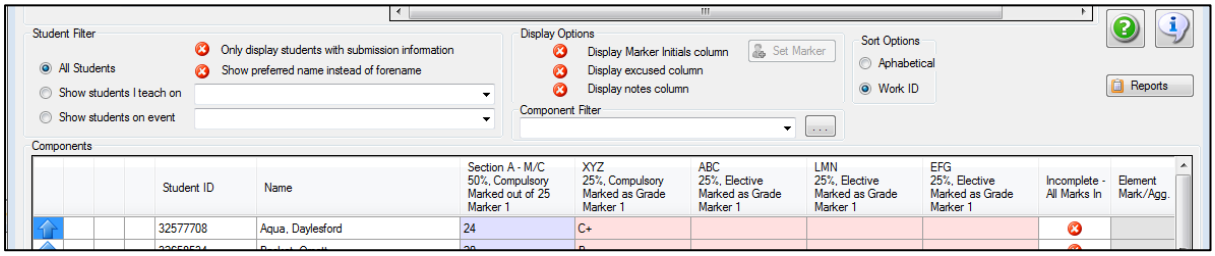
This option enables you to change the column order of the components.

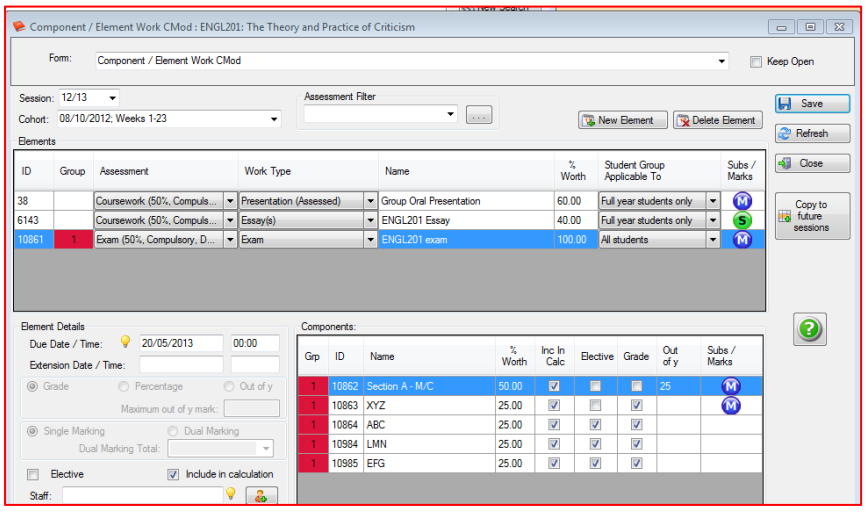


Alphabetical – this option will order the component columns alphabetically based on the component name.



Work ID - this option will order the component columns based on the work id (course handbook) which will usually be in the order they have been created in the Course Handbook.

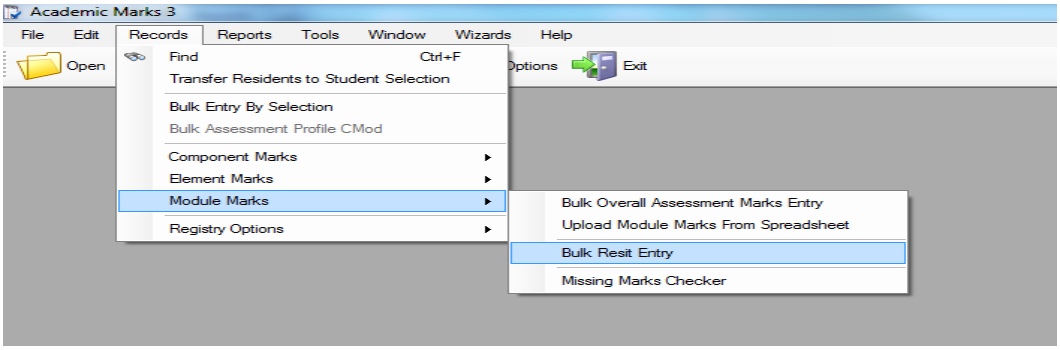



Component / Element Work CMod : ENGL201: The Theory and Practice of Criticism
Form: Component / Element Work CMod
Keep Open
Session: 12/13
Cohort: 08/10/2012; Weeks 1-23
Assessment Filter
New Element
Delete Element
Save
Refresh
Close
Elements
ID Group Assessment Work Type Name % Worth Student Group Applicable To Subs / Marks
38 Coursework (50%, Compuls... Presentation (Assessed) Group Oral Presentation 60.00 Full year students only
6143 Coursework (50%, Compuls... Essay(s) ENGL201 Essay 40.00 Full year students only
10861 1 Exam (50%, Compulsory, D... Exam ENGL201 exam 100.00 All students
Copy to future sessions
Element Details
Due Date / Time: 20/05/2013 00:00
Extension Date / Time:
Grade
Percentage
Out of y
Maximum out of y mark:
Single Marking
Dual Marking
Dual Marking Total:
Elective
Include in calculation
Staff:
Components:
Grp ID Name % Worth Inc In Calc Elective Grade Out of y Subs / Marks
1 10862 Section A - M/C 50.00 25
1 10863 XYZ 25.00
1 10864 ABC 25.00
1 10984 LMN 25.00
1 10985 EFG 25.00

16 BULK RESIT MARKS ENTRY FORM

If you have more than one student re-sitting a particular module you may choose to use the Bulk Resit Marks Entry method for entering resit marks.

This form is accessed via the records menu as shown below:



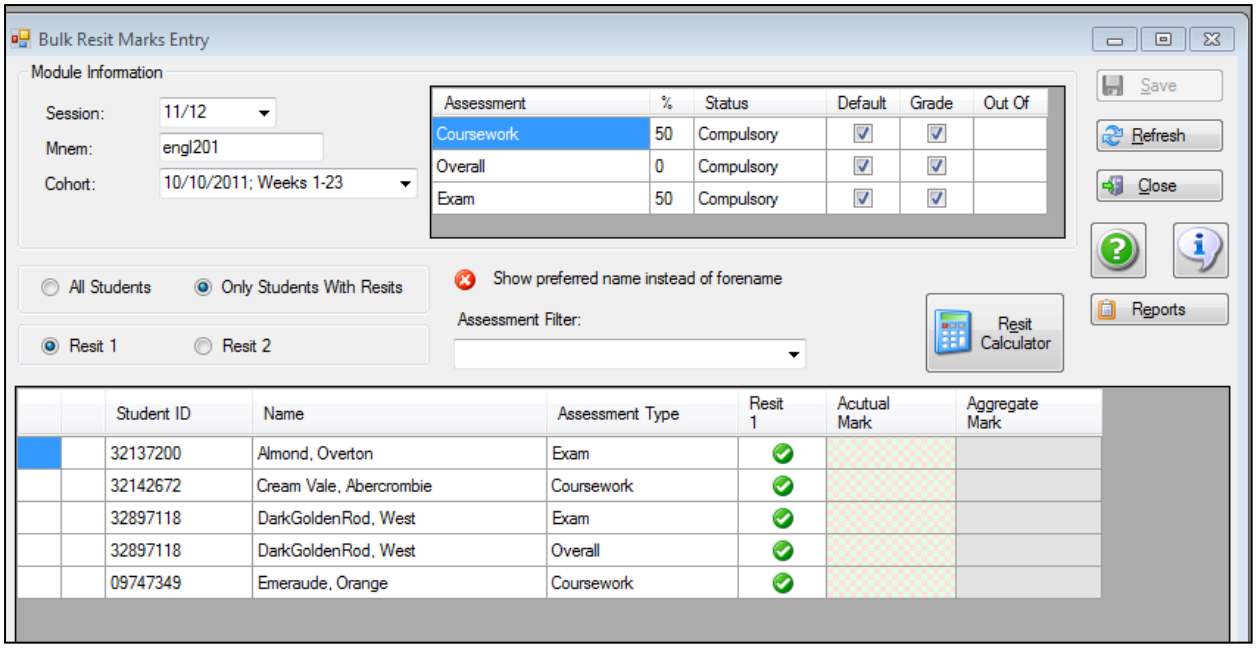
The form will open with the current academic session pre-selected next,

- Click into the 'Mnem' box and enter the course module mnemonic then hit the tab key.
- If the module has more than one cohort select the cohort you want to enter resit marks for from the pick list.

You will now see a grid with a line for each assessment type the student is recorded as re-sitting, (see Section 13.4: Recording Resit Requirements).

Example 1 (Almond, Overton in screen shot)

The student is required to resit the exam and the original coursework mark will stand. A resit tick has been entered against the coursework assessment type on the Resit tab of the Marks Profile form. There will be one line in the grid for entering the overall exam resit mark. The system will then calculate this mark with the original overall coursework mark to get the actual and given overall aggregate score after resit.


Bulk Resit Marks Entry
Module Information
Session: 11/12
Mnem: engl201
Cohort: 10/10/2011; Weeks 1-23
Assessment | % | Status | Default | Grade | Out Of
Coursework | 50 | Compulsory
Overall | 0 | Compulsory
Exam | 50 | Compulsory
Save
Refresh
Close
All Students
Only Students With Resits
Resit 1
Resit 2
Show preferred name instead of forename
Assessment Filter:
Resit Calculator
Reports
Student ID | Name | Assessment Type | Resit 1 | Acutual Mark | Aggregate Mark
32137200 | Almond, Overton | Exam
32142672 | Cream Vale, Abercrombie | Coursework
32897118 | DarkGoldenRod, West | Exam
32897118 | DarkGoldenRod, West | Overall
09747349 | Emeraude, Orange | Coursework

Example 2 (Cream Vale, Abercrombie in screen shot)

The student is required to resubmit the coursework and the original exam mark will stand. A resit tick has been entered against the exam assessment type only on the Resit tab of the Marks Profile form. There will be one line in the grid for entering the overall coursework resit mark. The system will then calculate this mark with the original overall exam mark to get the actual and given overall aggregate score after resit.

Example 3 (DarkGoldenRod, West in screen shot)

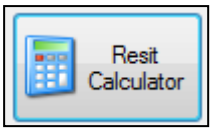
The student is required to resit by exam and the mark achieved will be taken as the final module mark. Resit ticks have been entered against Exam and Overall on the Resit tab of the Marks Profile form. There will be two lines in the grid for this student and the same mark will be entered into both cells. The

Resit marks can be entered in the following ways:

- Directly into the chequered cell as a letter grade
- Directly into the chequered cell as a percentage
- Via the 'resit calculator'

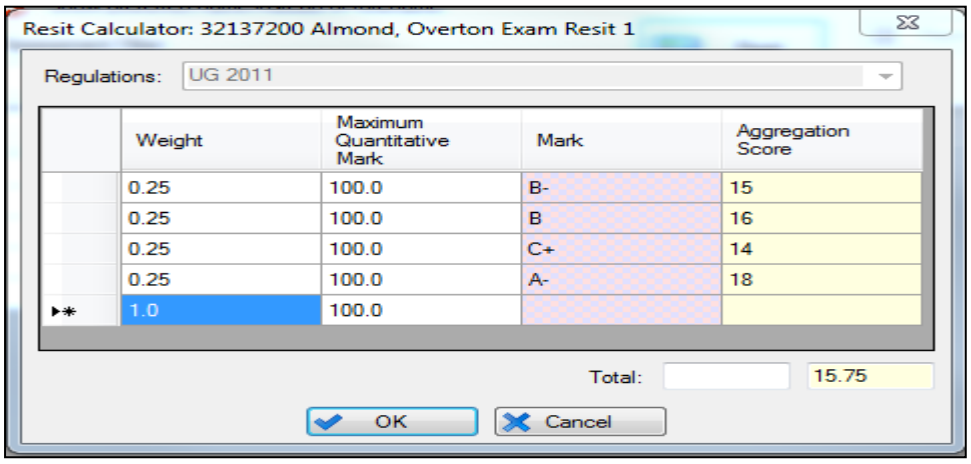
16.1 Using the Resit Calculator

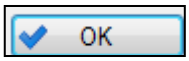
You will need to use the resit calculator if you have more than one mark, such as separate letter grades for each exam question.

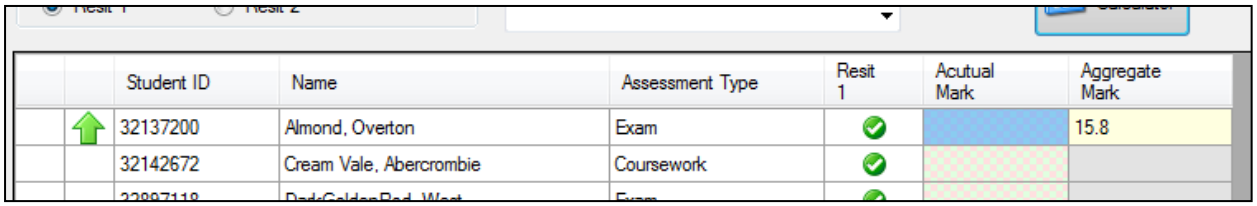
To activate the resit calculator click the 

button.

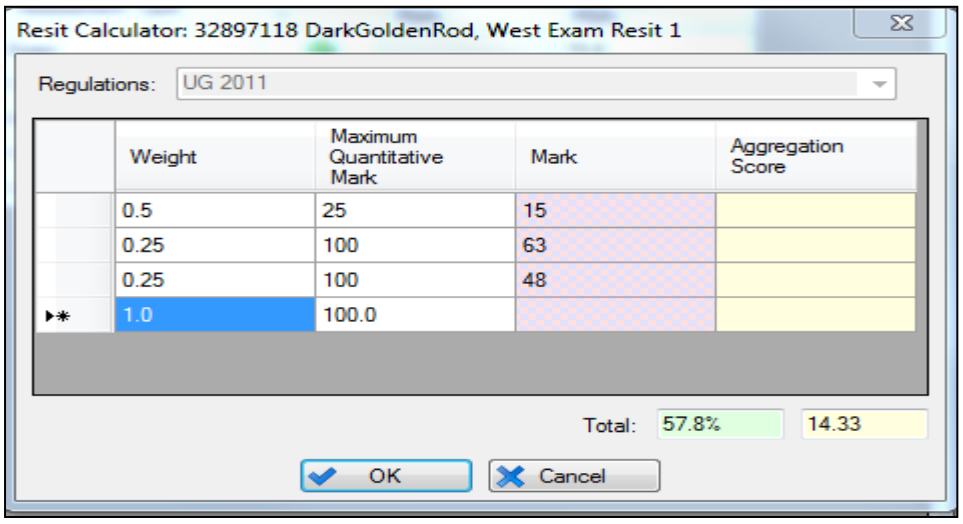
The example below shows what you would put into the calculator to calculate the aggregate score for a resit exam where the student had to answer four equally weighted exam questions, each receiving a letter grade mark:



When you click  the 'Total' will be entered directly into the appropriate cell or cells of the line you were on when you opened the calculator. Where any part of the calculation has been a letter grade then there will just be an aggregate mark calculated as seen here:



Where the marks used in the calculation are all numerical i.e. a combination of percentages and 'out of's', then there will be an 'Actual Mark' and an 'Aggregate Mark' calculated as seen in the following example.



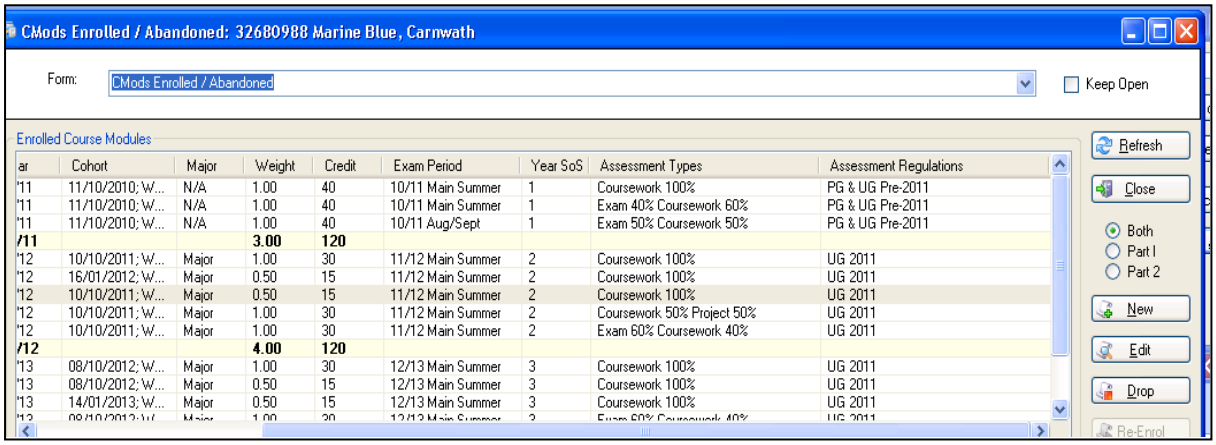
		Student ID	Name	Assessment Type	Resit 1	Acutual Mark	Aggregate Mark
		32137200	Almond, Overton	Exam	✓		15.8
	↑	32142672	Cream Vale, Abercrombie	Coursework	✓	C-	12
		32897118	DarkGoldenRod, West	Exam	✓	57.8	14.3
		32897118	DarkGoldenRod, West	Overall	✓		
		09747349	Emeraude, Orange	Coursework	✓		

Tip: Set the default form to 'Marks Profile' whilst you are entering marks and then if you click on a student id number in the bulk entry grid this will open up that student's record on their marks profile form. This a quick way to check that the marks you've entered have calculated as you expected.

17 Mark Related Forms In Other LUSI Applications

17.1 CMods Enrolled / Abandoned (Student Record System)

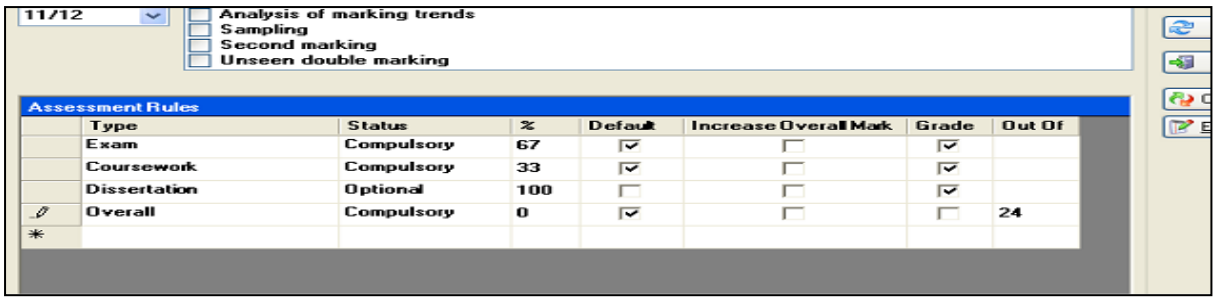
This form shows details of the student's course module enrolments. Enrolments are grouped by academic session with the total weight and / or credit value being shown at the end of each year grouping. Also shown are details of the examination period, the assessment method for the module and the assessment regulations each module will be assessed under. Once you have attended the write access training course will be able to add and amend course module enrolments for your major students. As you can see in the screen shot below, this student started in 10/11 and therefore their first year assessment was under the old regulations and their part II assessment will be under the new regulations. The assessment regulations data will be attached at the point of enrolment and can be edited if required.



ar	Cohort	Major	Weight	Credit	Exam Period	Year SoS	Assessment Types	Assessment Regulations
'11	11/10/2010; W...	N/A	1.00	40	10/11 Main Summer	1	Coursework 100%	PG & UG Pre-2011
'11	11/10/2010; W...	N/A	1.00	40	10/11 Main Summer	1	Exam 40% Coursework 60%	PG & UG Pre-2011
'11	11/10/2010; W...	N/A	1.00	40	10/11 Aug/Sept	1	Exam 50% Coursework 50%	PG & UG Pre-2011
/11			3.00	120				
'12	10/10/2011; W...	Major	1.00	30	11/12 Main Summer	2	Coursework 100%	UG 2011
'12	16/01/2012; W...	Major	0.50	15	11/12 Main Summer	2	Coursework 100%	UG 2011
'12	10/10/2011; W...	Major	0.50	15	11/12 Main Summer	2	Coursework 100%	UG 2011
'12	10/10/2011; W...	Major	1.00	30	11/12 Main Summer	2	Coursework 50% Project 50%	UG 2011
'12	10/10/2011; W...	Major	1.00	30	11/12 Main Summer	2	Exam 60% Coursework 40%	UG 2011
/12			4.00	120				
'13	08/10/2012; W...	Major	1.00	30	12/13 Main Summer	3	Coursework 100%	UG 2011
'13	08/10/2012; W...	Major	0.50	15	12/13 Main Summer	3	Coursework 100%	UG 2011
'13	14/01/2013; W...	Major	0.50	15	12/13 Main Summer	3	Coursework 100%	UG 2011

17.2 Assessment Proportions (Course Handbook)

From 11/12 the 'Assessment Proportions' form will show 2 extra columns to indicate how the module will be assessed; if the module will be assessed by grade then there will be a ✓ in the 'Grade' , if it's to be assessed by percentage or out of another value then the appropriate number will be in the 'Out Of' column. The default values for UG modules will be set as shown below:



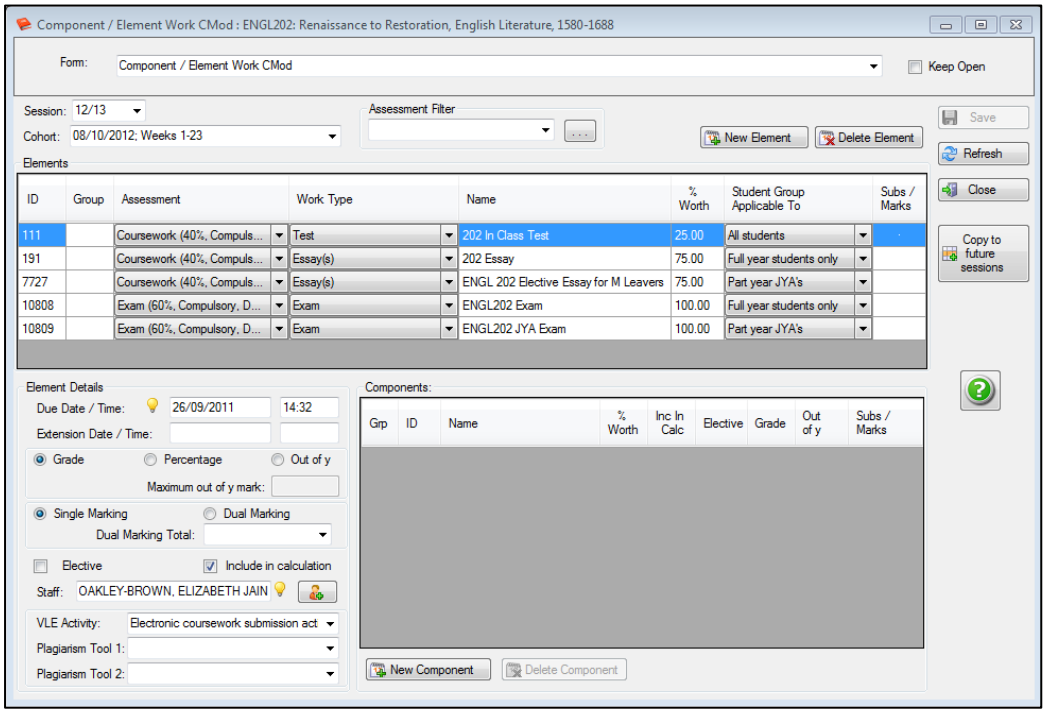
Default values for PG modules will be set as percentage i.e. out of 100

17.3 Component / Element Work Cmod (Course Handbook)

Use this form to create elements for each piece of assessment and then components for each marked section within each element. You should indicate how each will be Element / Component will be assessed; grade, percentage or out of y, the default assessment method will be grade.

Elements are shown in the grid at the top of the form. When a particular Element is highlighted the 'Element Details' for that element are shown in the bottom left of the form.

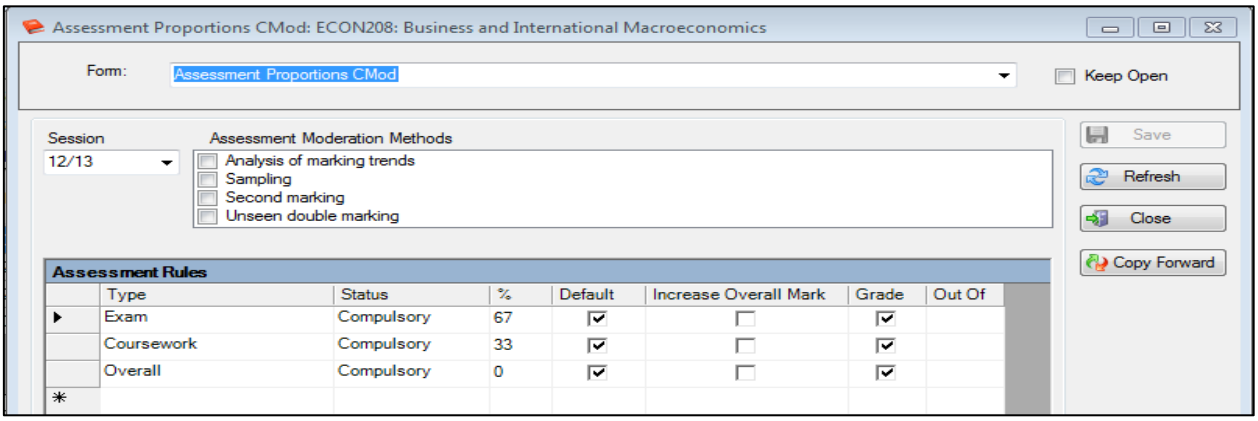
If an Element had components linked to it then a coloured group number will show in the 'Group' column of the Elements grid and, when you click onto that Element the linked Components will be displayed in the 'Components' grid in the bottom right of the form. See the screen shot below.



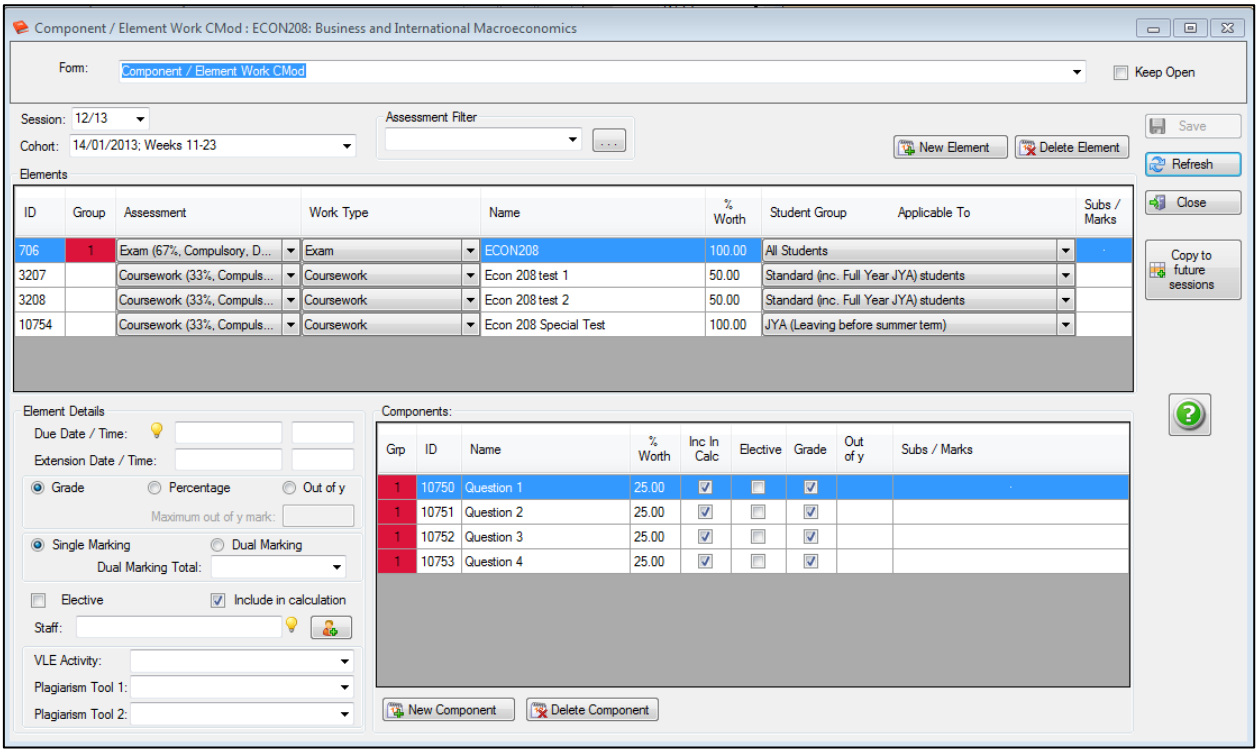
Note: The element % worth relates to the % of the assessment type and NOT the % of the module.

17.4 Creating Elements

Before creating elements it's always a good idea to check the 'Assessment Proportions' form first to ensure that the information recorded there is correct. If you check the 'Keep Open' tick box at the top right of the form you can keep referring back to this form easily.

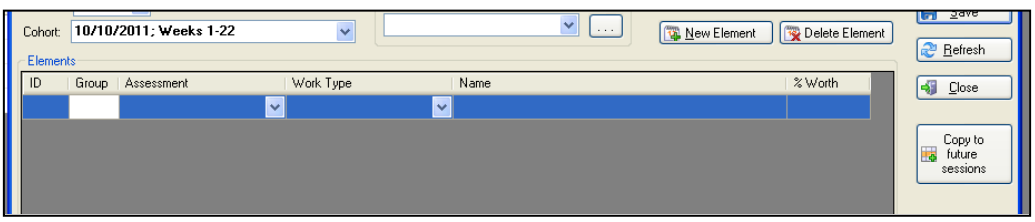


- Open the form 'Component / Element Work Cmod'.

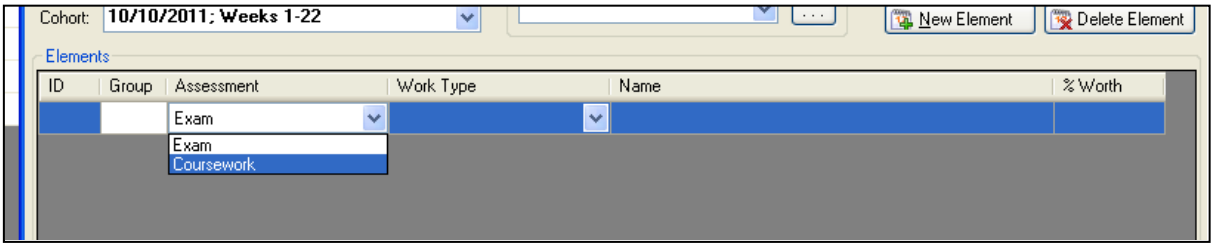


- Click the

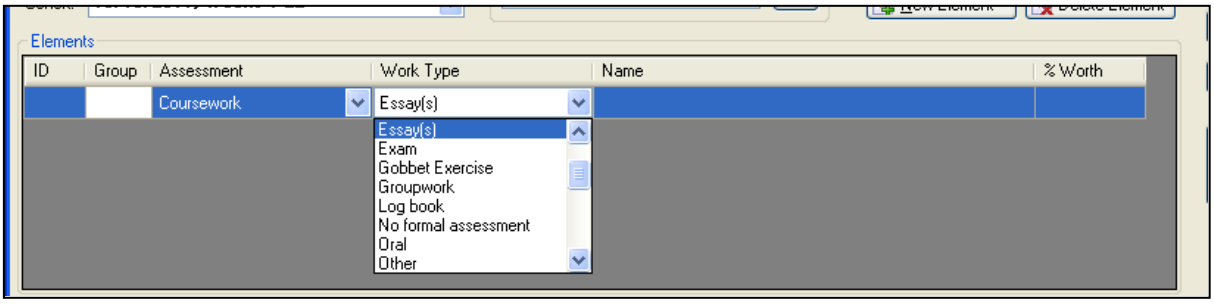
button and a new line will appear in the 'Elements' grid:



- Populate the ‘Assessment’ column in the grid line by using the to open the pick list and select the appropriate option.



- Populate ‘Work Type’ column in the grid line by using the to open the pick list and select the appropriate option



- Click into the ‘Name’ cell and type the name of the Element.

- Click into the % worth box and enter the % value of that element i.e. if the coursework is made up of two equally weighted essays for each essay element would you would enter 50.

- Populate ‘Student Group Applicable to’ column in the grid line by using the to open the pick list and select the appropriate option:

- **All Students**

  This is the default value and should be used for elements of assessment which will be taken by every student enrolled on the module, if there is just one student who will not be taking this element of assessment then this value should not be used.

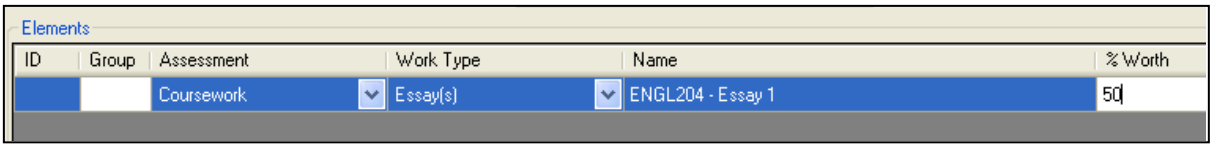
- **Part Yr JYA’s**

  To be used for elements of assessment which will only be taken by JYA students who will be leaving before the summer term and who have therefore been set an alternative assessment.

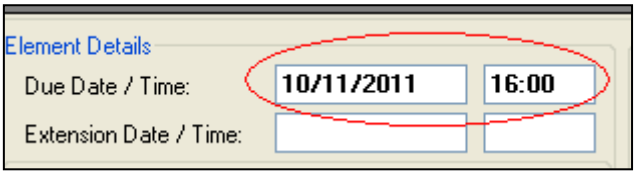
- **Full year students only**

  To be used for elements of assessment which will not be taken by part year JYA's but will be taken by all other students enrolled on the module.

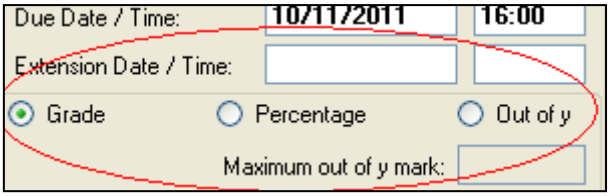
- Click into the column '



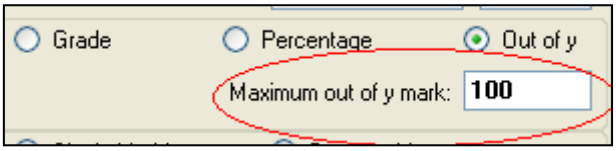
- Enter the Element Details in the bottom left of the form:
- Due Date / Time - in this format: dd/mm/yyyy hh:mm



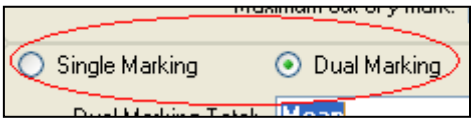
- Extension Date / Time - For recording extension details at a later date if required.
- Marking method - Grade, Percentage, Out of y



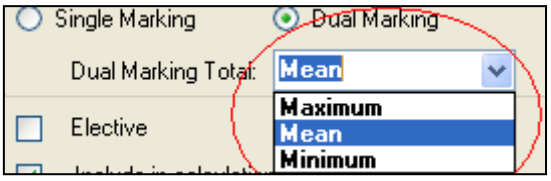
- Maximum out of y mark - If marked 'out of y' is selected enter value here, for example if the element is to be marked as a % enter 100, if it's out of 20 enter 20



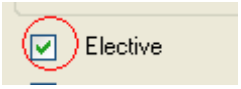
- Single or Dual Marking - check the appropriate method



- If Dual Marking is to be used you will need to indicate whether the agreed mark will be the Mean, Maximum o Minimum.

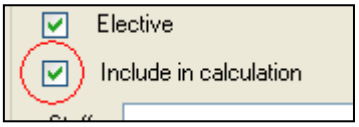


- Check this box if the Element is Elective (refer to the glossary for definition of 'Elective').

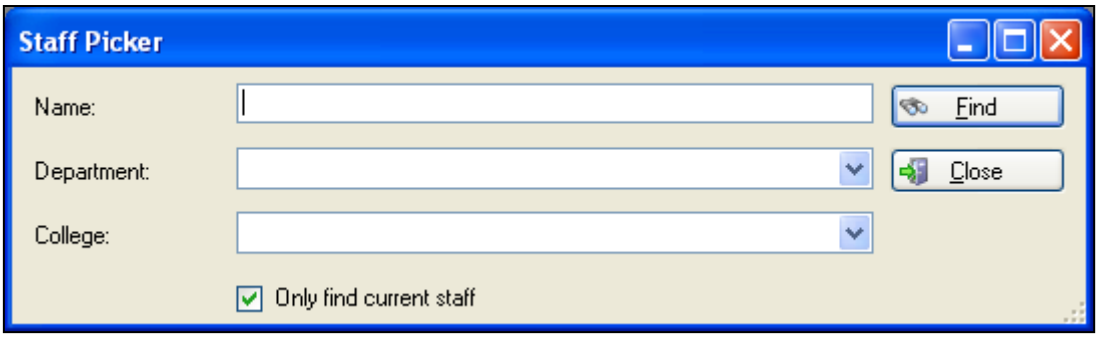


Note: You only need to mark elements as elective if there is more than 100% worth of assessment for one particular student group. In the example shown at the start of this chapter, none of the coursework elements need to be marked as electives.

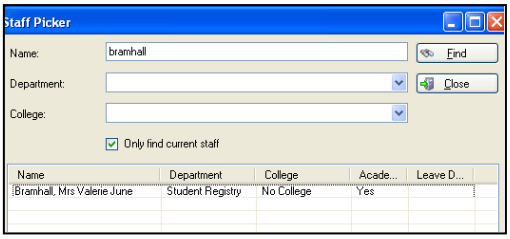
- The 'Include in calculation' check box will be ticked as default, remove the tick if this element is not to be included in the calculations.



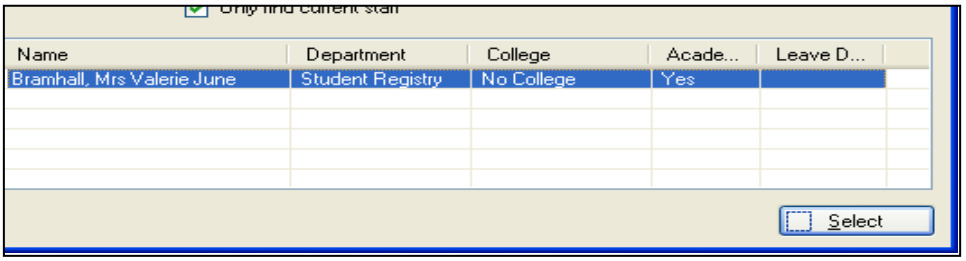
- Staff – If you want to associate a member of staff with the element click to open the staff picker.



- Enter the surname of the staff member into the Name box and click button, any matches will appear in a grid below:

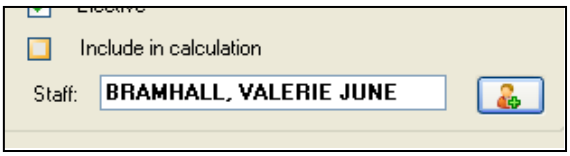


- Click onto the correct name (there may be more than one match)

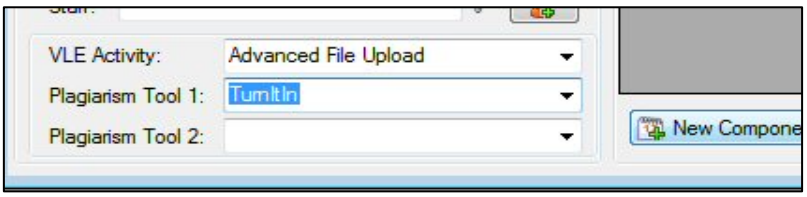


- Click the

button



- That member of staff will now be associated with the element.
- If the element work is to be submitted electronically via the VLE then the VLE activity of "Advanced File Upload" should be chosen. If not then the VLE activity should be set to "Offline activity"

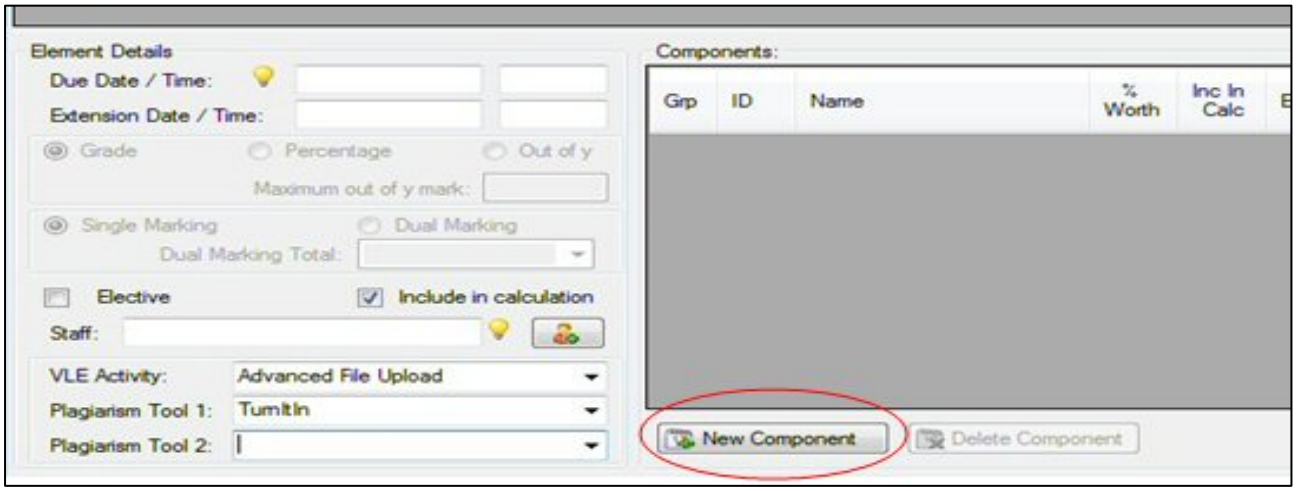


- If a plagiarism tool is to be used then the correct tool should be chosen (as above).

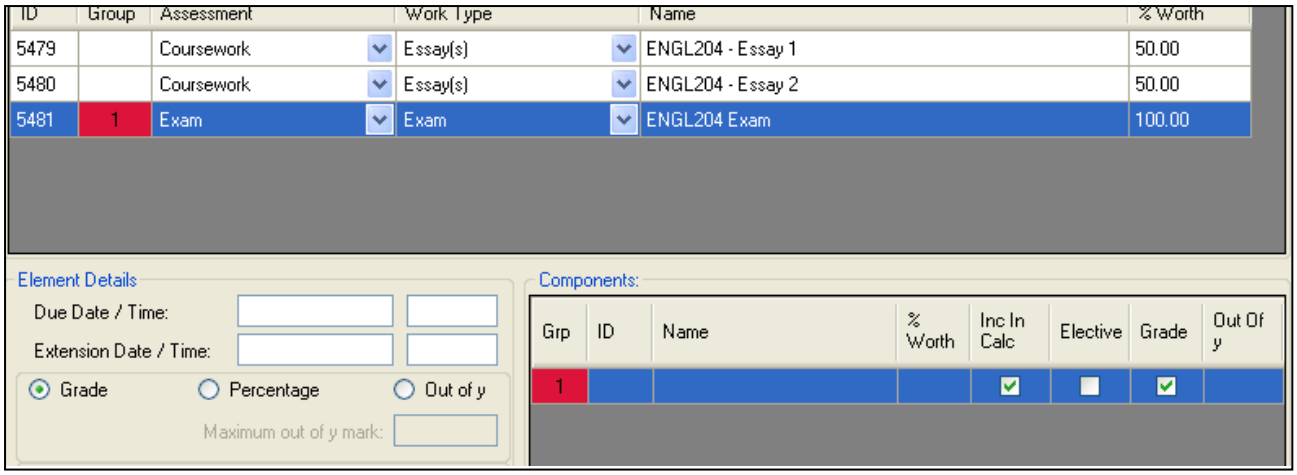
17.5 Creating Components

You will need to create a 'Component' for every element part that will be given a mark. For example, if you create an Element for an exam paper and students need to answer 5 questions with each question being given a mark you would create a component for each question. If the student has a choice of which questions to answer (i.e. they choose 5 out of 10), then you would create 10 components, 1 for each questions and make them all 'elective'.

- Click onto the ‘Element’ you want to create a component for.
- Click the button which you’ll find at the bottom of the form:

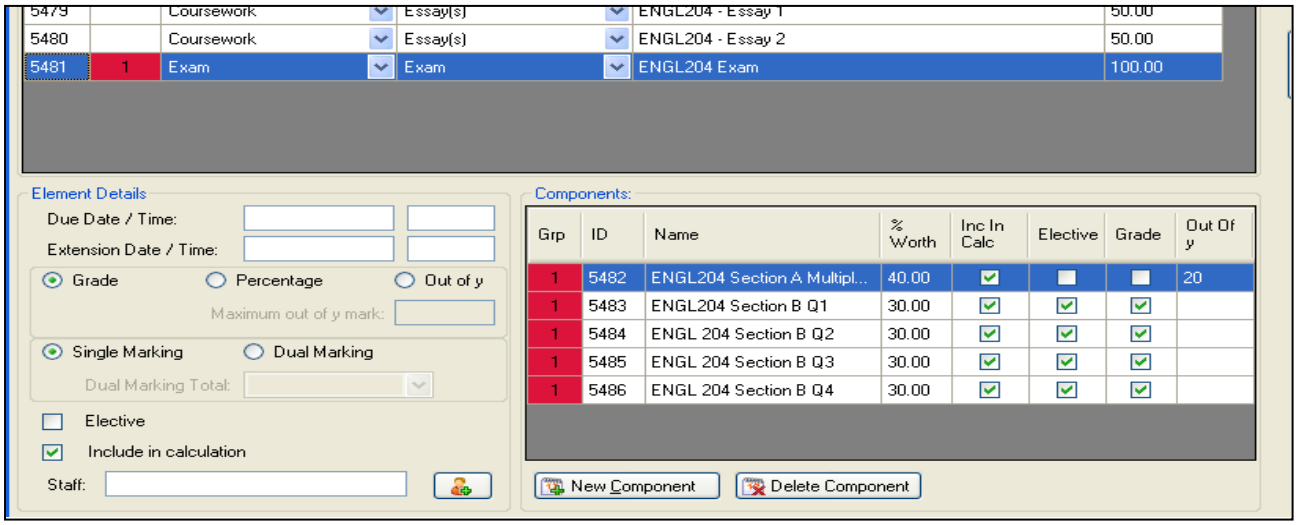


- A new line will be created in the Components grid and it will be given a group number linking it to its associated Element:



- Click into the ‘Name’ cell and type the component name.
- Click into the % cell and enter the % value of the component (this is the % value of the Element and not the percentage value of the module).
- Inc In Calc – leave ticked if the mark for this component should be included in the calculations.
- Elective – Tick if the component is NOT compulsory.
- Grade – Leave ticked if the component will be given a grade mark, untick if another marking method will be used.

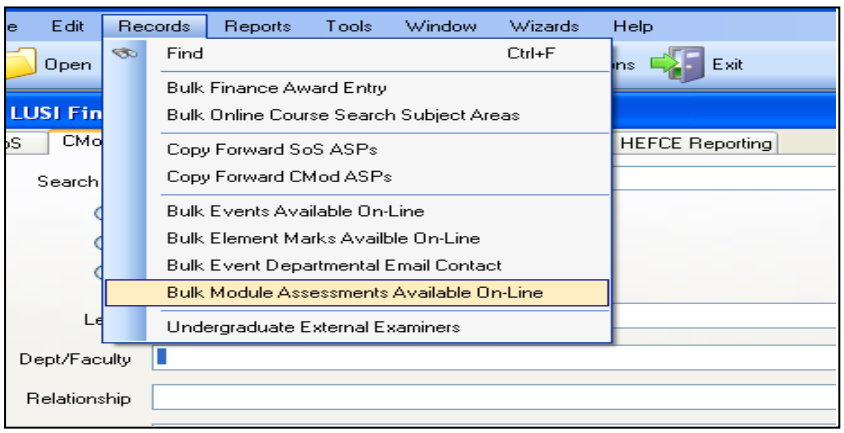
- Out of y – If the component has been identified by the department as one which will be quantitatively marked then enter the numeric value here and ensure that you remove the tick from the grade box.


5479 Coursework Essay(s) ENGL204 - Essay 1 50.00
5480 Coursework Essay(s) ENGL204 - Essay 2 50.00
5481 1 Exam Exam ENGL204 Exam 100.00
Element Details
Due Date / Time:
Extension Date / Time:
Grade
Percentage
Out of y
Maximum out of y mark:
Single Marking
Dual Marking
Dual Marking Total:
Elective
Include in calculation
Staff:
Components:
Grp ID Name % Worth Inc In Calc Elective Grade Out Of y
1 5482 ENGL204 Section A Multipl... 40.00 20
1 5483 ENGL204 Section B Q1 30.00
1 5484 ENGL 204 Section B Q2 30.00
1 5485 ENGL 204 Section B Q3 30.00
1 5486 ENGL 204 Section B Q4 30.00
New Component
Delete Component

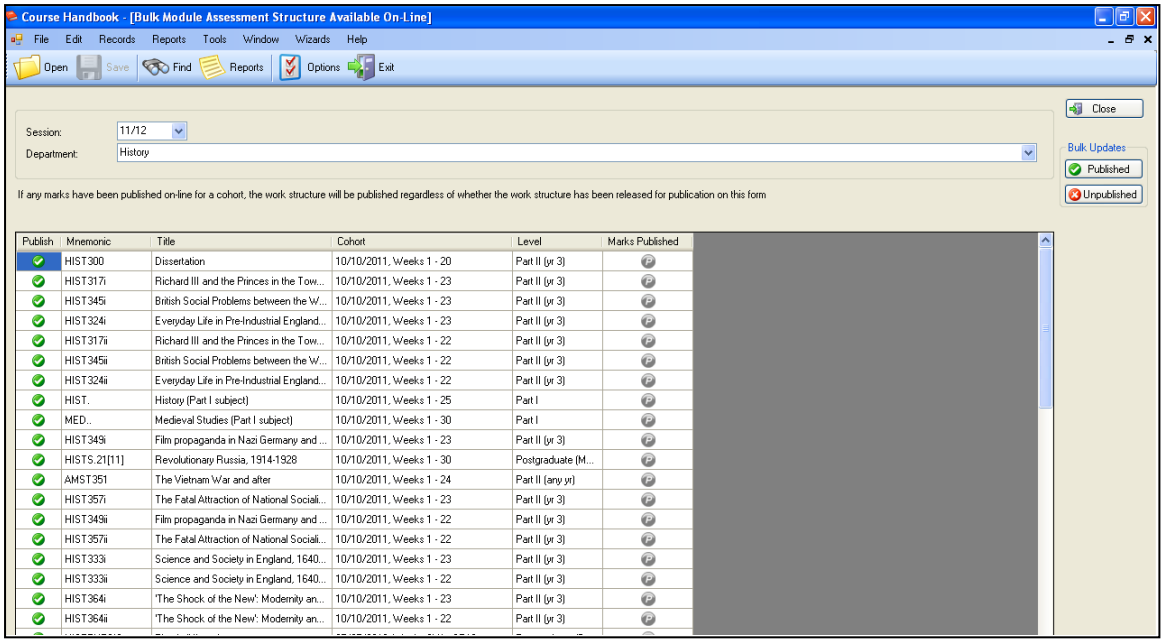
17.6 Making Module Assessments Available On-Line (Course Handbook)

The default position is that assessments will be published to interactive student transcript unless you mark them as unpublished. When you are in the process of setting up Elements and components you may choose not to publish the details until you are happy that the setup is complete. This is managed via an option under the records menu as shown below:

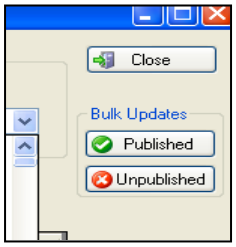
- Open the 'Records'
- Select the option 'Bulk Module Assessments Available On-Line'



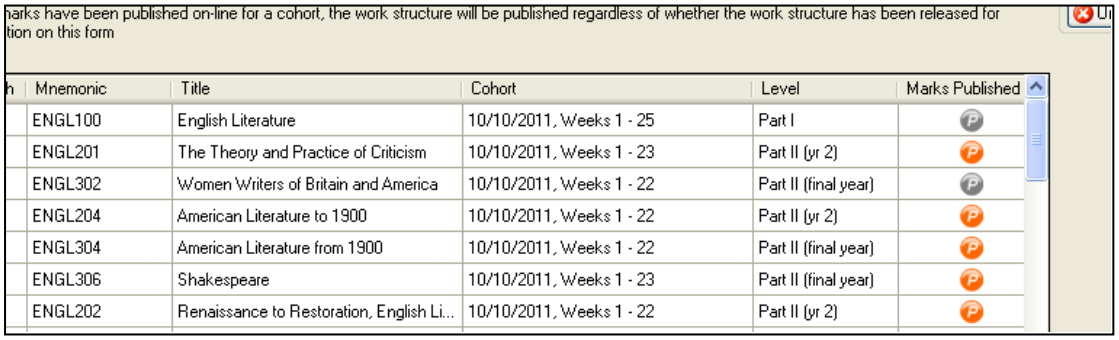
- Select the Session and your Department to populate the grid:


Course Handbook - [Bulk Module Assessment Structure Available On-Line]
File Edit Records Reports Tools Window Wizards Help
Open Save Find Reports Options Exit
Close
Session: 11/12
Department: History
Bulk Updates
Published
Unpublished
If any marks have been published on-line for a cohort, the work structure will be published regardless of whether the work structure has been released for publication on this form
Publish Mnemonic Title Cohort Level Marks Published
HIST300 Dissertation 10/10/2011, Weeks 1 - 20 Part II (yr 3)
HIST317i Richard III and the Princes in the Tow... 10/10/2011, Weeks 1 - 23 Part II (yr 3)
HIST345i British Social Problems between the W... 10/10/2011, Weeks 1 - 23 Part II (yr 3)
HIST324i Everyday Life in Pre-Industrial England... 10/10/2011, Weeks 1 - 23 Part II (yr 3)
HIST317ii Richard III and the Princes in the Tow... 10/10/2011, Weeks 1 - 22 Part II (yr 3)
HIST345ii British Social Problems between the W... 10/10/2011, Weeks 1 - 22 Part II (yr 3)
HIST324ii Everyday Life in Pre-Industrial England... 10/10/2011, Weeks 1 - 22 Part II (yr 3)
HIST. History (Part I subject) 10/10/2011, Weeks 1 - 25 Part I
MED.. Medieval Studies (Part I subject) 10/10/2011, Weeks 1 - 30 Part I
HIST349i Film propaganda in Nazi Germany and ... 10/10/2011, Weeks 1 - 23 Part II (yr 3)
HISTS.21[11] Revolutionary Russia, 1914-1928 10/10/2011, Weeks 1 - 30 Postgraduate (M...
AMST351 The Vietnam War and after 10/10/2011, Weeks 1 - 24 Part II (any yr)
HIST357i The Fatal Attraction of National Sociali... 10/10/2011, Weeks 1 - 23 Part II (yr 3)
HIST349ii Film propaganda in Nazi Germany and ... 10/10/2011, Weeks 1 - 22 Part II (yr 3)
HIST357ii The Fatal Attraction of National Sociali... 10/10/2011, Weeks 1 - 22 Part II (yr 3)
HIST333i Science and Society in England, 1640... 10/10/2011, Weeks 1 - 23 Part II (yr 3)
HIST333ii Science and Society in England, 1640... 10/10/2011, Weeks 1 - 22 Part II (yr 3)
HIST364i 'The Shock of the New': Modernity an... 10/10/2011, Weeks 1 - 23 Part II (yr 3)
HIST364ii 'The Shock of the New': Modernity an... 10/10/2011, Weeks 1 - 22 Part II (yr 3)

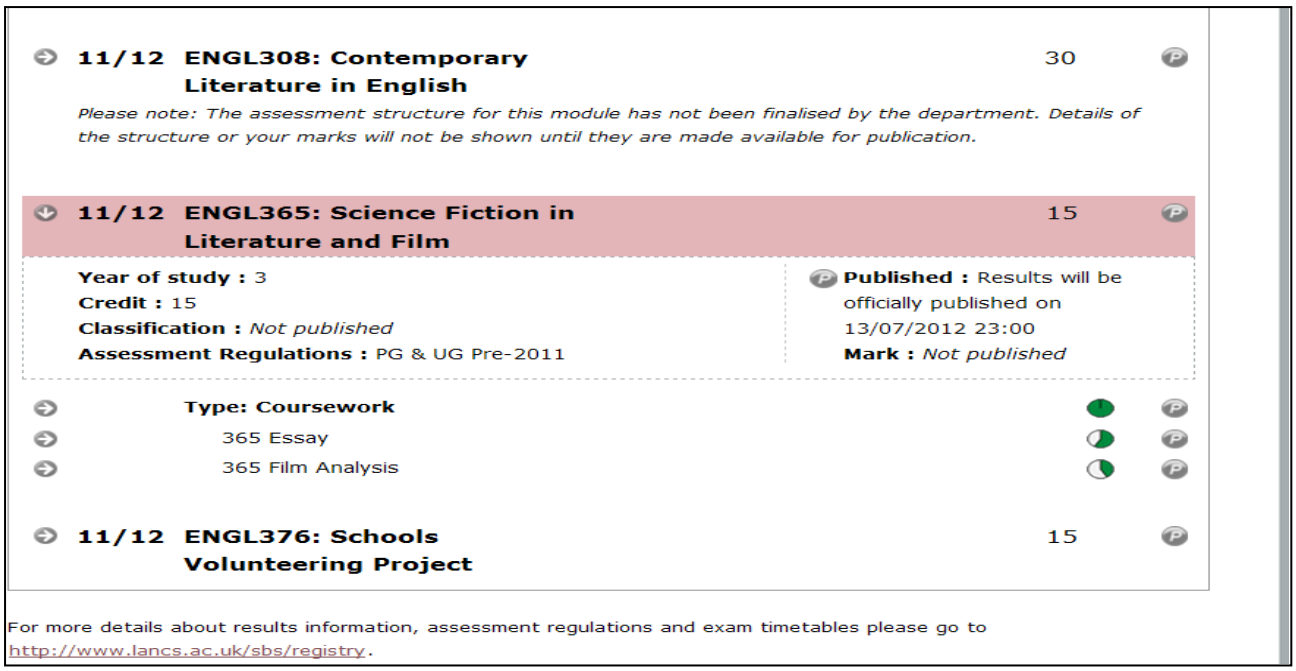
- To mark one module as 'unpublished' click on the tick in the 'Publish' column at the left hand side, the will be changed to a indicating that the assessments for that module will not be published.
- You can choose to mark all modules as publish or unpublished by using the buttons on the right hand side of the form:



- Please note, you cannot withhold publication of assessment element and components after marks have been published. If marks have been published the indicator in the marks published column will appear in orange as shown here.


arks have been published on-line for a cohort, the work structure will be published regardless of whether the work structure has been released for
tion on this form
h Mnemonic Title Cohort Level Marks Published
ENGL100 English Literature 10/10/2011, Weeks 1 - 25 Part I
ENGL201 The Theory and Practice of Criticism 10/10/2011, Weeks 1 - 23 Part II (yr 2)
ENGL302 Women Writers of Britain and America 10/10/2011, Weeks 1 - 22 Part II (final year)
ENGL204 American Literature to 1900 10/10/2011, Weeks 1 - 22 Part II (yr 2)
ENGL304 American Literature from 1900 10/10/2011, Weeks 1 - 22 Part II (final year)
ENGL306 Shakespeare 10/10/2011, Weeks 1 - 23 Part II (final year)
ENGL202 Renaissance to Restoration, English Li... 10/10/2011, Weeks 1 - 22 Part II (yr 2)

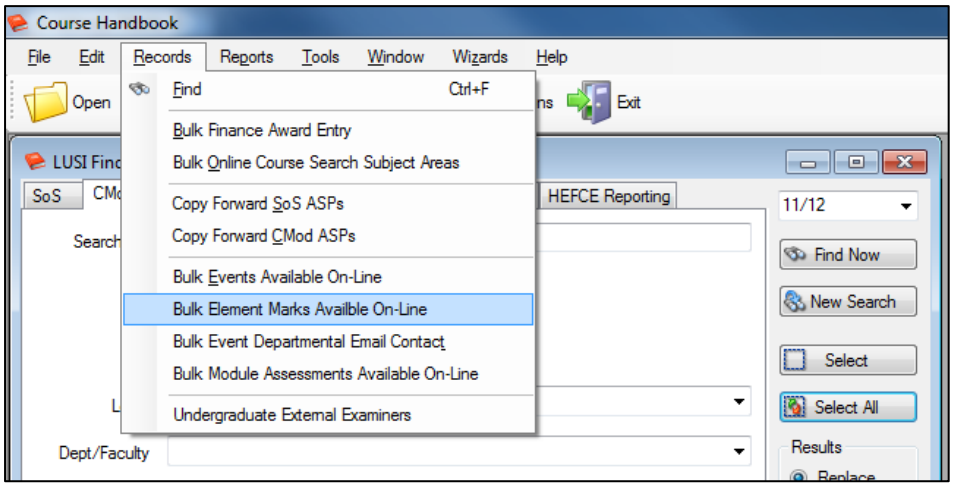
- You can see in the example below that the assessments for ENGL308 have been marked as unpublished whereas the assessments for ENGL365 are published:


11/12 ENGL308: Contemporary Literature in English 30
Please note: The assessment structure for this module has not been finalised by the department. Details of the structure or your marks will not be shown until they are made available for publication.
11/12 ENGL365: Science Fiction in Literature and Film 15
Year of study : 3
Credit : 15
Classification : Not published
Assessment Regulations : PG & UG Pre-2011
Published : Results will be officially published on 13/07/2012 23:00
Mark : Not published
Type: Coursework
365 Essay
365 Film Analysis
11/12 ENGL376: Schools Volunteering Project 15
For more details about results information, assessment regulations and exam timetables please go to http://www.lancs.ac.uk/sbs/registry.

18 Publishing Element Marks

Departments are expected to publish the academic marks for their students. It can be done using the **Course Handbook**.

- Open the LUSI Course Handbook
- Click Records menu > Bulk Element Marks Available On-Line – as shown below:



- In the window that opens select the Department.

Tip: If the Department is pre-selected and already showing, you still need to re-select it to activate the feature.

- Choose the module and see all non-exam assessment elements listed.
- Tick the 'Available on-line' option.

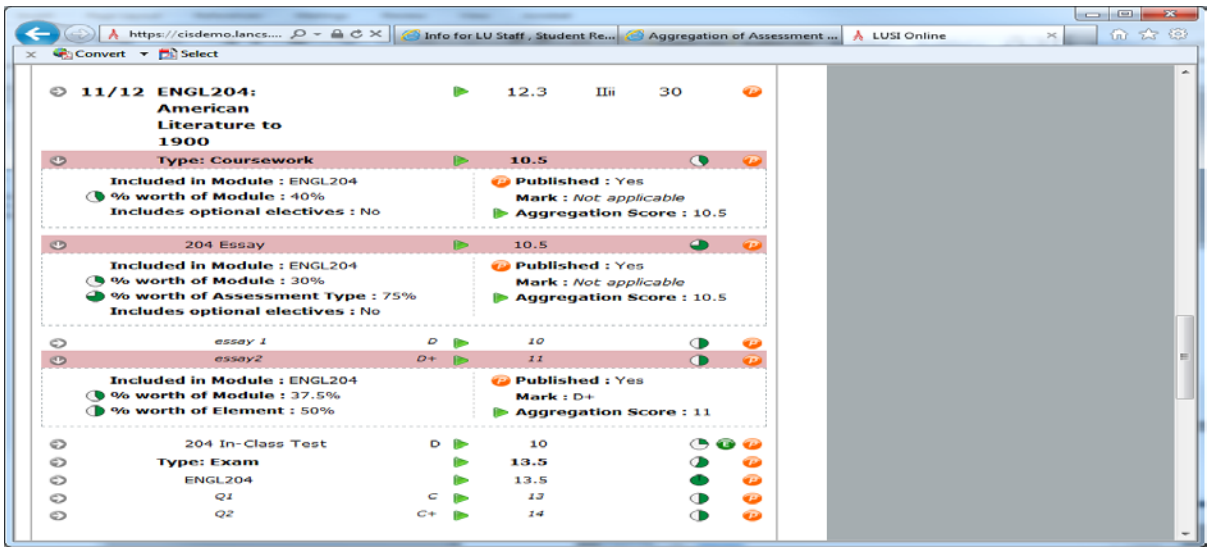
Student view

When publishing marks online it might be a good idea to check how students will see their marks. You can use the Student View feature which is available via a Student View button on the Marks Profile form and the Element Marks Profile form.

- Click the Student View button and login to co-sign using your University login name and password

WebLogin
Username
Password
Login
Please enter your authentication information and click the "Login" button to continue.
By using this service you agree to adhere to our policies and guidelines.

- You will see the students interactive transcript
- Element marks which have been published will have (P) against them



Note: All marks will be published after module marks release date for each academic year.

19 REPORTS

19.1 Checking Resit Requirements

The report 'New Assessment Regulations: Students with Failed Modules and Deferred Assessments' returns students whose overall module mark is below the pass mark or missing.

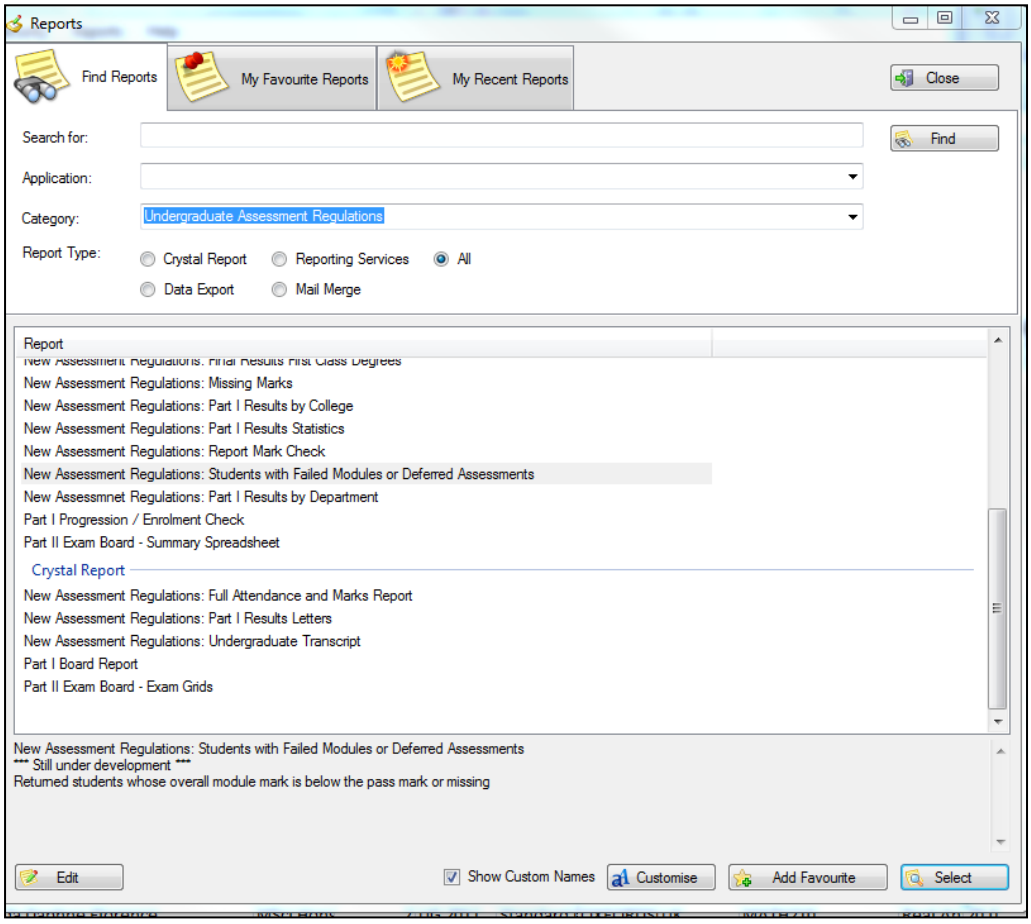
This report can be used to identify records with missing resit information and to check that resit information that has been recorded is correct and complete.

This is a data export report and therefore can be exported into excel where you have flexibility to hide and filter data to suit your requirements.

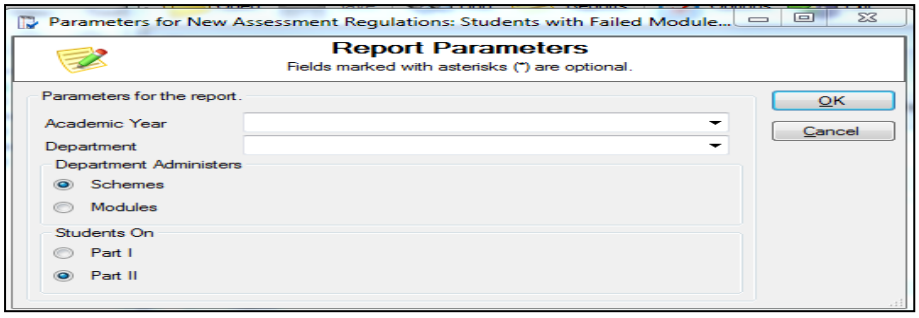
The report can be accessed from Student Records, Academic Marks 2011 or the LUSI Desktop and can be found in the report category 'Undergraduate Assessment Regulations'.

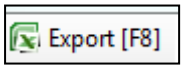
To run the report:

- Select the report category 'Undergraduate Assessment Regulations' and click Find
- Click onto the report title and click select


Reports
Find Reports
My Favourite Reports
My Recent Reports
Close
Search for:
Find
Application:
Category:
Undergraduate Assessment Regulations
Report Type:
Crystal Report
Reporting Services
All
Data Export
Mail Merge
Report
New Assessment Regulations: Missing Marks
New Assessment Regulations: Part I Results by College
New Assessment Regulations: Part I Results Statistics
New Assessment Regulations: Report Mark Check
New Assessment Regulations: Students with Failed Modules or Deferred Assessments
New Assessmnet Regulations: Part I Results by Department
Part I Progression / Enrolment Check
Part II Exam Board - Summary Spreadsheet
Crystal Report
New Assessment Regulations: Full Attendance and Marks Report
New Assessment Regulations: Part I Results Letters
New Assessment Regulations: Undergraduate Transcript
Part I Board Report
Part II Exam Board - Exam Grids
New Assessment Regulations: Students with Failed Modules or Deferred Assessments
*** Still under development ***
Returned students whose overall module mark is below the pass mark or missing
Edit
Show Custom Names
Customise
Add Favourite
Select

- The report parameters box will appear

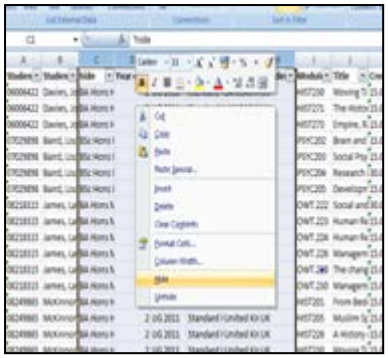


- Select the Academic Year and Department from the pick lists
- Select 'Scheme' to see all of your major students with resit requirements
- Select 'Modules' to see all students needing to resit any of your modules
- Select Part I or Part II
- The report will run to a grid which you can then export to excel by clicking the 

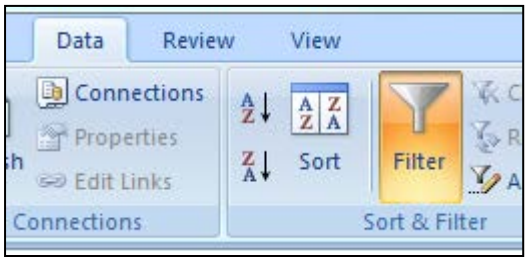
button
- The columns returned are:
    - Student ID
    - Student Name
    - Student Programme
    - Year of Programme
    - Assessment Regulations
    - Classification Scheme
    - Domicile – useful for identifying country for possible overseas resits
    - Residential Category – useful for identifying possible overseas resits
    - Module
    - Title
    - Credit
    - Overall Mark - will only show prior to resit ticks being entered
    - First Sit Session - useful for identifying students with deferred assessments
    - Registered for 1st Resit - shows Y if a resit tick has been entered and will be blank otherwise.
    - 1st Resit Session
    - Registered for 2nd Resit
    - 2nd Resit Session
    - Resit Cap
- Comments – will state if a student is intercalating or enrolled on a module for Audit purposes

- To re-size the data columns click into the top left hand square to select the whole document then move your cursor over the column divider (circled below) an double-click

- At this point you may wish to 'hide' columns you don't need to see. You can do this by highlighting the columns, right-clicking your mouse and selecting 'hide'



- Once you have exported the report to excel click onto the Data tab and click 'Filter'



You may now want to filter data to identify records to be updated; some examples of this are given below:

To identify records with missing resit session details.

Filter the 'registered for 1st resit' column to show records with a 'y'

and

filter the 1st resit session to show 'blanks'.

To identify records needing 1st resit ticks

Filter 1st sit session column to exclude deferred assessments (11/12 Aug/Sept, 12/13 Main Summer, 12/13 End of Module)

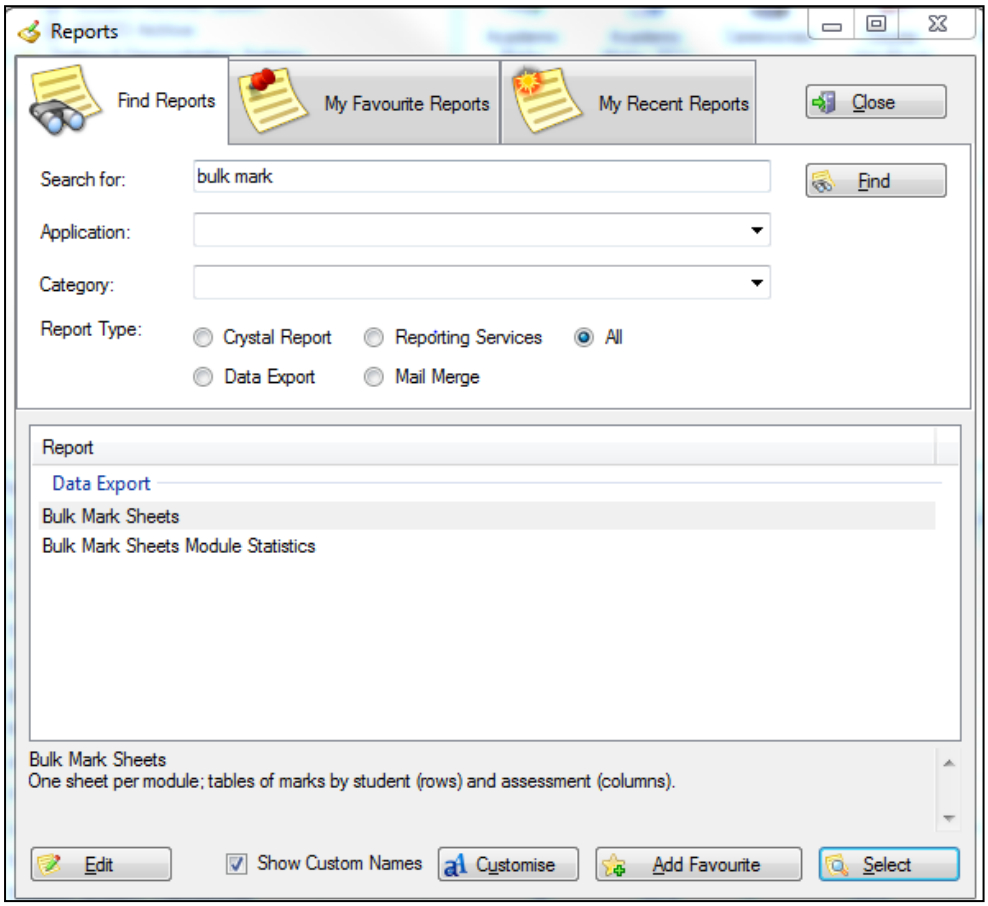
Filter overall mark column to exclude blanks.

Once you've identified records requiring attention you can create a load list by copying the student id numbers, pasting into notepad and saving as a .lst file. You can then use the 'open' facility within Academic Marks 2011 to load the student records into the selection list. Refer to section 13.4 for entering resit information.

20 BULK MARK SHEETS REPORT

To run the Bulk Mark Sheets report, open the Report Finder by clicking onto the Reports menu and select Find Report.

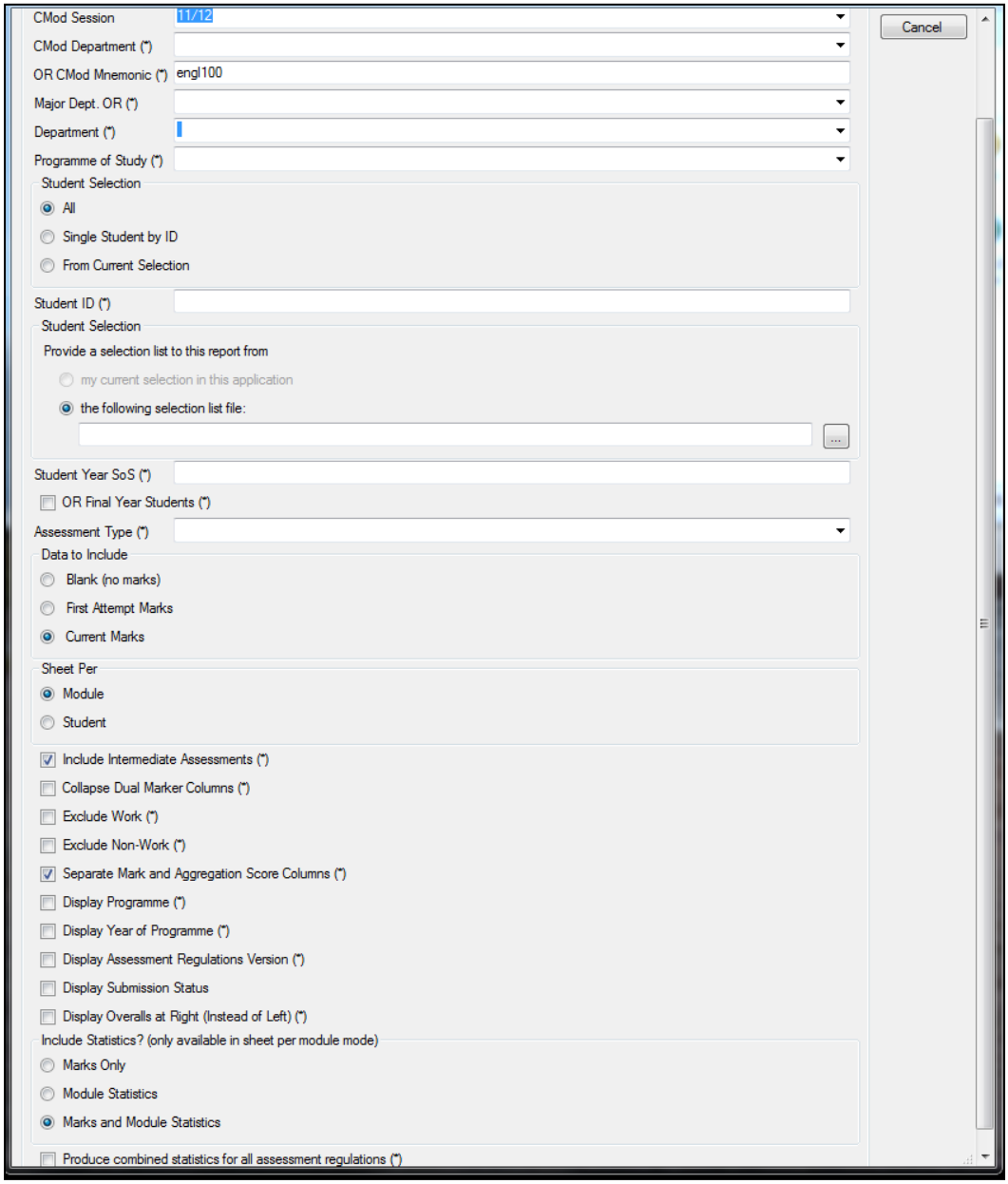
Type bulk mark into the Search For box then click the Find button:



- Click onto Bulk Mark Sheets and click the Select button.

You will now be presented with the report parameters screen. In order to make this report as versatile as possible there are a lot of available parameters and selecting the correct parameters is crucial in determining you get the output you want. The following pages describe each parameter to help you with your selection.

Bulk Mark Sheets Report Parameter Form (with suggested parameter highlighted)



20.1 Report Parameter Definitions

CMod Session (Mandatory)

The report will only include CMods enrolled in the year you select.

CMod Department

If you select a department here then the report will only include CMods administered by the selected department.

OR CMod Mnemonic

If you enter a mnemonic here then the report will only include the CMod with the entered mnemonic. You do not need to enter a complete cmod mnemonic here, you can choose to use the wild card character %. You may want to use this option if your department uses more than one alpha mnemonic for example GEOG% or alternatively you could enter GEOG2%

Major Dept.

If you select a department here then the report will be limited to students whose major department is the selected department.

OR Programme of Study

If you select a programme here then the report will only include students on the selected programme.

Student Selection (Mandatory)

By default the report includes all students for each module subject to any programme restrictions, but you can optionally also limit the report to a specific student or to a selection list of students.

Student ID

The single student to whom you want to limit the report. You must have selected 'Single Student by ID' above.

Student Selection

Your current selection list, or a selection list file. You must have selected 'From Current Selection' above.

Student Year SoS

If you enter a year of programme here then the report will be restricted to CMod enrolments in that year of programme (e.g. 2 = 2nd years).

OR Final Year Students

If you tick this box then the report will only include students on the final year of their programme.

Assessment Type

If you select an assessment type here then the report will only include marks that count towards that assessment type.

Data to Include (Mandatory)

A blank report can be exported to Excel to create a spreadsheet that can be used with the 'Upload Marks' wizard. Otherwise, you can choose whether the report will show students' first attempt marks or students' current marks. Current marks will include any resit marks.

Sheet Per (Mandatory)

Determines whether the report produces a sheet per module or a sheet per student. Sheet per module is recommended. If you use sheet per student then you will end up with a very wide report with a column for each assessment of each module being reported. If any assessments in different modules have the same name (e.g. 'Worksheet 1' or '<CMod Mnemonic> Worksheet 1') then some of the columns will be re-used. This works well for Physics!

Include Intermediate Assessments

Intermediate assessments are assessments where you don't directly input the mark, instead the mark is calculated. For example, an element is an intermediate mark if it has components as the element mark is calculated from the component marks. If you tick this box, the marks which have been calculated will appear as separate columns next to the input marks which count towards it.

Collapse Dual Marker Columns

By default, when an assessment is dual marked, two sets of marks / aggregation score columns appear for the assessment to show both marks. If you tick this option then only the combined (first attempt) mark will be shown for dual marked assessments.

Exclude Work

If you tick this option, it will remove the columns containing element and component marks from the report.

Exclude Non-Work

This will remove the columns containing assessment type totals and module overall totals from the report.

Separate Mark and Aggregation Score Columns

If you tick this option you will see separate ‘Mark’ and ‘Aggregation Score’ columns for each assessment instead of just seeing one column containing the ‘Mark’ (if it exists) or the ‘Aggregation Score’ if there’s no input mark.

Display Programme

This will add a column to the report to show each students' programme of study.

Display Year of Programme

This will add a column to the report to show the year of programme in which each student is enrolled on each module for which they are included.

Display Assessment Regulations Version

This will add a column to the report to show the assessment regulations which apply to the student for the module.

Display Submission Status (Mandatory)

This will add columns to the report to show late and non-submission for each element.

Display Overalls at Right (Instead of Left)

This will move overall columns to the right of the lower level marks, rather than the left.

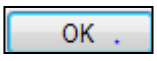
Include Statistics? (only available in sheet per module mode) (Mandatory)

You can add statistics (e.g. median, mean, standard deviation, number of I’s, Iii’s, IIii’s, III’s, Passes and Fails, etc) to each column. This is only possible when you are running the report in sheet-per-module mode.

Produce combined statistics for all assessment regulations

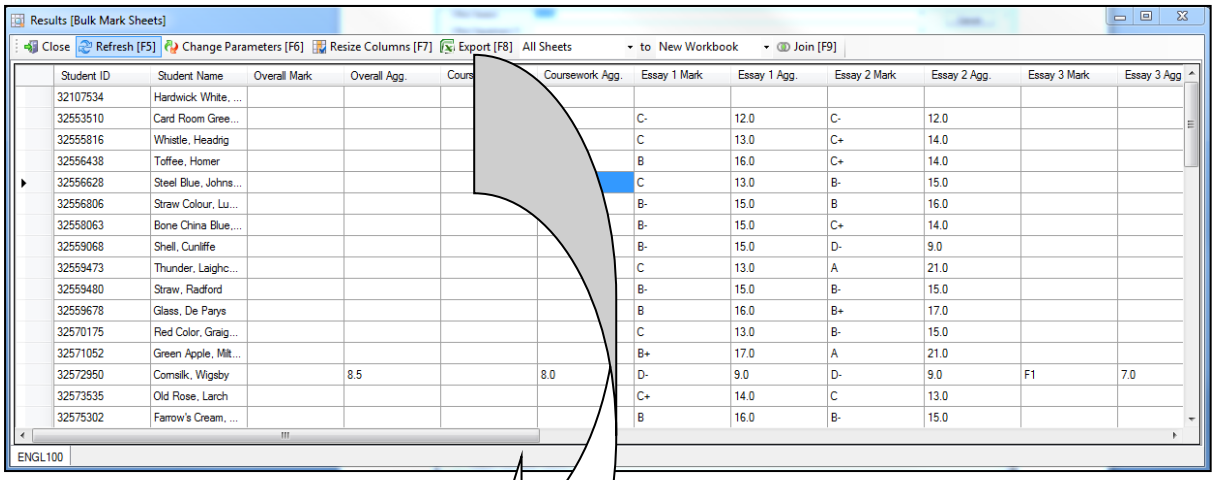
This will produce a single set of statistics covering all assessment regulations versions. Beware - Statistics upon different types of marks may not be meaningful!

Running the report

Once you’ve selected the parameters click 

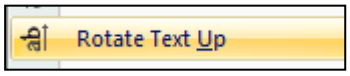
to run the report.

Bulk Mark Sheets report output



Click the button shown here to export the report output to excel.

Viewing the data in excel

To make the report easier to read highlight row 1 of the excel spreadsheet and click the button and select 

, next click onto to highlight the whole spreadsheet and then double click on one of the column separator lines(i.e. between column A and column B). This will resize each column width and your spreadsheet should then look something like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	Student ID	Student Name	Overall Mark	Overall Agg.	Coursework Mark (50%)	Coursework Agg. (50%)	Essay 1 Mark (25.00%)	Essay 1 Agg. (25.00%)	Essay 2 Mark (25.00%)	Essay 2 Agg. (25.00%)	Essay 3 Mark (25.00%)	Essay 3 Agg. (25.00%)	M only AYA Essay 1 Mark (50.00%)	M only AYA Essay 1 Agg. (50.00%)	M only AYA Essay 2 Mark (50.00%)	M only AYA Essay 2 Agg. (50.00%)	Presentation Mark (25.00%)	Presentation Agg. (25.00%)	Exam Mark (50%)	Exam Agg. (50%)	ENGL100 Mark (100.00%)	ENGL100 Agg. (100.00%)	ENGL100 Section A Mark (50.00%)	ENGL100 Section A Agg. (50.00%)	ENGL100 Section B Mark (50.00%)	ENGL100 Section B Agg. (50.00%)	
2	32107534	Hardwick White, Dolfor																									
3	32553510	Card Room Green, Gaol					C-	12.0	C-	12.0							B-	15.0									
4	32555816	Whistle, Headrig					C	13.0	C+	14.0							C	13.0									

21 LEARNING MORE, SERVICE, AND SUPPORT

If you have any questions or need further help please email LUSI Support:

lusi-support@lancaster.ac.uk